

**VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
MARCH 15, 2011 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
2011 Rotary Club of Downers Grove – Grove Fest	✓ Resolution Ordinance Motion Discussion Only	Tom Dabareiner, AICP Community Development Director

SYNOPSIS

A resolution has been prepared authorizing the Village to enter into an agreement with the Rotary Club of Downers Grove to hold a festival in the downtown Downers Grove on June 23-26, 2011.

STRATEGIC PLAN ALIGNMENT

The Strategic Goals for 2011-2018 included *Exceptional Municipal Services*.

UPDATE & RECOMMENDATION

This item was discussed at the March 8, 2011 Village Council meeting. Staff recommends approval on the March 15, 2011 active agenda. Village Council inquired about the possibility of using the J Kyle Braid organization to monitor the parking deck and whether the Rotary organization could use the Village's radio frequencies to report emergencies at the Grove Festival event. Staff's responses are below:

Parking deck / J Kyle Braid Group

The Village used the J. Kyle Braid organization to manage the parking deck during Heritage Fest due to the significant parking and traffic management issues that resulted from the size and attendance of the event. Due to modifications to traffic patterns at and near the deck, the Village needed to staff to manage the issues and contracted with J Kyle Braid to perform the services. The Village charged for parking at the deck due to the traffic and parking demand. The Village does not anticipate parking and traffic management issues that require similar traffic management tactics at Rotary Grove Fest due to its smaller size and attendance. Additionally, the Village wishes to avoid charging for parking during the event.

Communications

All of the communication radios rented by the Rotary for Grove Fest will have two channels: one that is used for Rotary volunteers to communicate among themselves and a second channel that is used for communicating directly to the VOC in the event of an emergency. In an emergency, all volunteers are trained to switch to the emergency channel and call the VOC. VOC will be monitoring the emergency channel at all times.

Village Council Booth

The Rotary Club indicated that booth space is available in both the not-for-profit area and business area. Space in the not-for-profit area is available for \$25 and does not include a tent or electricity. Space in the business area is available for \$300 to \$400 and includes a tent and electricity.

FISCAL IMPACT

Under the terms of the agreement, the Rotary Club will be responsible for all costs incurred by the Village. These costs will be billed to the applicant after the event. The Village's estimated direct expenses are \$30,480 for this event. The proposed agreement requires that the applicant provide a letter of credit for 120% of the estimated costs and pay the permit fees at least 14 days prior to the event. The letter of credit amount is \$36,576. The permit fees for this event are \$865.

BACKGROUND

The Downers Grove Rotary Club is proposing to conduct the second annual Grove Festival. The festival is proposed for June 23-26, 2011. The Rotary Club is proposing to include the following for this year's event: amusement games and rides, food vendors, a beer garden, one stage for musical entertainment, space for not-for-profit organizations, a car show (on Sunday) and a craft fair in Fishel Park (on Saturday and Sunday). The organizers are expecting between 25,000-30,000 attendees over the entire event.

The festival's hours of operations are as follows:

- Thursday, June 23, 2011, 5:30 pm – 10:00 pm (amusement rides only)
- Friday, June 24, 2011, 2:00 pm – 11:00 pm
 - Amusement rides start at 2:00 pm
 - All other activities start at 5:00 pm
- Saturday, June 25, 2011, 9:00 am – 11:00 pm
 - Craft Fair Hours: 9:00 am – 4:00 pm
 - Not for Profits: Noon – 5:00 pm
 - All other activities: Noon – 11:00 pm
- Sunday, June 26, 2011, 12:00 pm – 10:30pm
 - Craft Fair Hours: 9:00 am – 4:00 pm
 - Car show 10:00 am – 4:00
 - Not for Profits: Noon – 5:00 pm
 - All other activities: Noon – 10:30 pm

Street closures and parking lot closures would begin on Tuesday, June 21, 2011 at approximately 7:00 pm. The bulk of the street and lot closures will take place on Wednesday, June 22, 2011 at 7:00 pm. All lots and streets will be open by 5:00 am on Monday June 27, 2011.

A detailed site plan is attached. In general, the event would take place on Main Street between Rogers Street and Curtiss Street; Warren Avenue from Washington Street to Main Street; Burlington Avenue from Mochel Drive to Forest Avenue. The Rotary Club's proposed event footprint also encompasses Forest parking lots north and south; Lot A; Lot B and Warren Avenue from Forest to Linscott (Sunday only for a car show). Curtiss Street would remain open during the festival.

The festival's parking would be provided in the Village's parking garage as well as other public lots. Village staff believes the public parking system in the Downtown will be able to accommodate the expected attendance. The Rotary Club is working with District 99 to provide emergency remote parking facilities and transportation at North High School in the event the attendance is greater than anticipated.

A complete list of Community Event Commission and staff's recommended conditions is attached. The key conditions of approval for this event are:

- The Rotary Club provided a staffing plan. Staff reviewed and approved this plan.
- The agreement requires training for event volunteers.
- The Rotary Club provided a security and emergency communication plan. Staff has reviewed and approved this plan.

- The Rotary Club and vendors for the event will be required to provide insurance pursuant to Village standards.
- The Rotary Club must provide advance notification to affected residents, businesses and commuters.
- The Rotary Club is working with work with the organizers of the Downtown Market and the Friday Night Car Show to coordinate Downtown events for the week-end. Downtown Management has cancelled the Friday Night Car Show during the week-end of Grove Festival. Staff is working with the YMCA to relocate the Downtown Market from the Main Street Station parking lot (Lot B) to another downtown location.
- The proposed agreement permits the Village to close or modify the event.

The Community Events Commission met on February 10, 2011 to review and discuss the proposed Rotary event. The Community Events Commission expressed a need for the event organizers to communicate with residents, businesses and commuters that would be affected by the event. They concurred with the staff's recommendations. The Commission unanimously passed a motion to recommend approval of the event with staff's conditions.

ATTACHMENTS

Agreement

Exhibit A - Downers Grove Rotary Club Temporary Use Application

Exhibit B - Conditions of Approval

Grove Fest Site Plan

RESOLUTION NO. ____

**A RESOLUTION AUTHORIZING A LICENSE AGREEMENT FOR THE TEMPORARY USE
OF PUBLIC PROPERTY BETWEEN THE VILLAGE
OF DOWNERS GROVE AND THE ROTARY CLUB OF DOWNERS GROVE
FOR THE 2011 ROTARY CLUB GROVE FEST**

WHEREAS, application has been made to conduct a special event known as the Rotary Club of Downers Grove - Grove Fest; and

WHEREAS, a portion of this special event will be conducted on public property encompassing Main Street from Rogers Street to Curtiss Street; Burlington Avenue, from Mochel Drive to Forest Avenue; Warren Avenue from Washington Street to Main Street; Lot A, Lot B, Forest Lot North, Forest Lot South; and

WHEREAS, application has been made for a license agreement to permit the conduct of the Rotary Club of Downers Grove - Grove Fest 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 Rotary Club of Downers Grove for the 2011 Rotary Club Grove Fest 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

**LICENSE AGREEMENT FOR
TEMPORARY USE OF PUBLIC PROPERTY**

THIS LICENSE AGREEMENT, made and entered into this _____ day of _____, 20__, by and between the Village of Downers Grove (the “Licensor”) and the Rotary Club of Downers Grove (the “Licensee”),

WITNESSETH:

WHEREAS, Licensee has made application to the Village to conduct a Temporary Use as permitted under Chapter 4 of the Downers Grove Municipal Code; and,

WHEREAS, Licensor has reviewed said application and has agreed to authorize the Temporary Use subject to the provisions of this Agreement.

NOW THEREFORE, in consideration of the mutual covenants, conditions and agreements herein set forth, and other good and valuable consideration, the parties hereto agree as follows:

1. The provisions of the preamble are hereby incorporated into and made a part of this Agreement.
2. The following documents are hereby incorporated into and made a part of this Agreement:
 - a. Exhibit A - Temporary Use License Application/Event Proposal
 - b. Exhibit B - Community Events Staff Report/Conditions
3. Licensor hereby grants unto Licensee a revocable Temporary Use license subject to the following restrictions:
 - 3.1. The Temporary Use shall comply with the Site Plan and Operation Plan.
 - 3.2. The Temporary Use shall comply with the provisions of the Downers Grove Municipal Code, including but not limited to, Chapter 4, or such successor provision as now or hereafter amended related to Temporary Use.
 - 3.3. The Temporary Use shall be established and operated in a safe and reasonable manner with due regard for the health and safety of persons and property. In no event shall the Temporary Use obstruct vehicular or pedestrian traffic in an unsafe or unreasonable manner.
 - 3.4. The Temporary Use Event shall be established and operated in a clean, well maintained and sanitary manner. In particular, but without limitation, the licensee shall promptly and properly collect and dispose of all litter, trash and other waste materials associated with the Temporary Use on a daily basis, including materials in the adjacent public right of way originating from the Temporary Use. The Village shall have the right to remove or cause the removal of any debris, and otherwise maintain the public property of the Temporary Use, in the event the licensee fails to promptly and properly clean and maintain such area. In such event, the licensee shall promptly reimburse the Village in taking such action. All Village streets shall be cleaned and opened by 5:00 AM on Monday, June, 27, 2011.

- 3.5. The applicant shall provide the Village with a cash bond or irrevocable Letter of Credit in the amount of \$36,576 to guarantee prompt and proper removal of any structure(s) and/or clean-up of the area. The cash bond or irrevocable Letter of Credit shall be withheld throughout the term of the license and such other period of time during which Licensee operates or is engaged in the removal of any facilities. Such cash bond or irrevocable Letter of Credit shall be retained until an inspection is completed upon the public property to ensure that there has been no damage to it as a result of the use thereof.
- 3.6. Prior to the beginning of the event, Licensee shall be required to schedule an inspection with Community Development and Fire Prevention and shall pay to the Village an inspection fee as established by Ordinance. In addition, at the expiration of the agreement, the Licensee may be required to schedule a re-inspection with Community Development and Fire Prevention and shall pay to the Village a re-inspection fee as established by Ordinance. The security deposit shall be retained until a re-inspection is completed upon the public property to ensure that there has been no damage to it as a result of the use thereof.
- 3.7. To the fullest extent permitted by law, the licensee shall defend, indemnify and hold harmless the Village, and its officers, boards, commissions, elected and appointed officials, agents and employees, for any and all claims from any loss, claim, occurrence or liability whatsoever which may be incurred or arise out of this Agreement of the Temporary Use. In addition, all third party vendors participating in the Temporary Use shall be required to completely release and hold harmless the Village of Downers Grove, its officers, agents and employees from any loss, claim, occurrence or liability whatsoever which may be incurred or arise out of this Agreement of the Temporary Use. Such third party vendors shall provide written releases to the Village not less than one week prior to the event. The above indemnification language shall be included in any and all third party contracts.
- 3.8. Licensee shall procure and maintain proof of Dram Shop (if applicable) Workers Compensation and General Liability Insurance in a form acceptable to the Village. Such insurance shall be provided by carriers licensed in the State of Illinois and maintaining a Best rating of at least A-IV. Such Dram Shop Insurance shall include coverage to the statutory limits for the State of Illinois, but not less than Three Million Dollars (\$3,000,000). Such General Liability Insurance shall include coverage for the premises, operations, underground, collapse, explosion, products and the event, and shall name as Additional Insureds the Village, and its officers, boards, commissions, elected and appointed officials, agents and employees. Such insurance shall be in the amount of Five Million Dollars (\$5,000,000) per occurrence and in the aggregate covering bodily injury, including death, and property damage. If the Licensee employs independent contractors, Licensee shall insure that these contractors maintain appropriate levels of insurance and that the Village is named as an additional insured under each policy. Not less than one week prior to the event Licensee shall furnish to the Village Manager with Certificates of Insurance evidencing all of the aforementioned types and limits of insurance to be in effect. The insurance policies required under this Section shall be occurrence based and shall be maintained by Licensee through the event. Each policy of insurance shall provide that it not be canceled nor materially changed without Sixty (60) days written notice to the Village Manager. In addition to the foregoing, any and all third party vendors participating in the Temporary Use shall name the Village of Downers Grove, its

officers, agents and employees as additional insured on all policies issued in connection with the event.

- 3.9. Within seven days of the execution of this Agreement, but not later than fourteen (14) days prior to the Temporary Use, Licensee shall pay to the Village permit fees in the amount of \$865.00 and provide the Letter of Credit in the amount of \$36,576.
- 3.10. The licensee shall not be permitted to sell or serve alcoholic liquor at the Temporary Use except in conformance with an appropriate liquor license issued pursuant to Chapter 3 of the Downers Grove Municipal Code.
- 3.11. This Agreement shall not be transferable or assignable and shall not confer any property rights in the underlying right-of-way.
- 3.12. This Agreement shall be subject to the absolute and primary right of the Village to protect the public health safety and welfare. The Village Manager may, in the Manager's sole discretion, order changes to the conduct of the Temporary Use, including but not limited to the immediately cessation of business, and removal of any or all equipment and facilities from the public right of way. In addition, the Village Manager may suspend or revoke any license issued under this Section in the event it is determined that the Licensee has failed or refused to truthfully complete the application, or if the Licensee has failed or refused to comply with the regulations of this Section, the license agreement or with other applicable law.
- 3.13. Licensee shall be subject to all rules, restrictions and directions established by the Village Manager related to the Temporary Use.
- 3.14. Licensee shall comply with, and be subject to, the following special conditions (See attached Exhibit B):
 - a. Depending upon the nature and complexity the event and as determined by the Chief of Police, the Licensee may be required obtain Downers Grove Police Department personnel to serve as security for the Temporary Use. The Licensee shall be required to pay any and all costs associated with the security detail during the planning and the course of the event .
 - b. Depending upon the nature and complexity the event and as determined by the Public Works Director, the Licensee shall be required to pay any and all costs associated with Village personnel involved in the set up, breakdown or aid rendered to the Licensee during the planning and the course of the event.
 - c. Depending upon the nature and complexity the event and as determined by the Village Manager, the Licensee shall be required to pay any and all costs associated with Community Events personnel involved in aid rendered to the Licensee during the planning and the course of the event.
 - d. Depending upon the nature of the event, the Licensee may be required to obtain approval from the DuPage County Health Department.
- 3.15. Licensee shall train all volunteers working the event. Volunteers shall be trained in the area of their assigned duties at least seven (7) days prior to the event.

Proof of training including training materials and/or outline of scheduled training to be supplied to the Village no less than fourteen (14) days prior to the event.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date herein above written.

LICENSEE:

By: _____

Title: _____

Attest:

LICENSOR:

Village of Downers Grove

By: _____

Village Manager

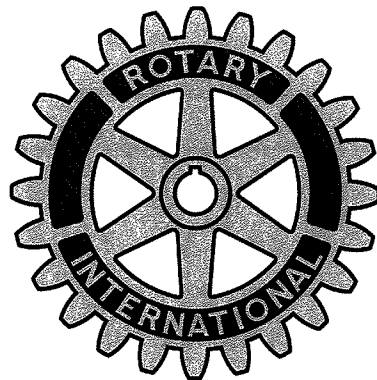
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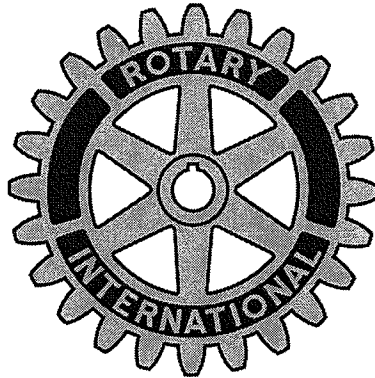
Village Clerk

Rotary GroveFest Application

June 23-26, 2011

**PRESENTED BY
Rotary Club of Downers Grove**

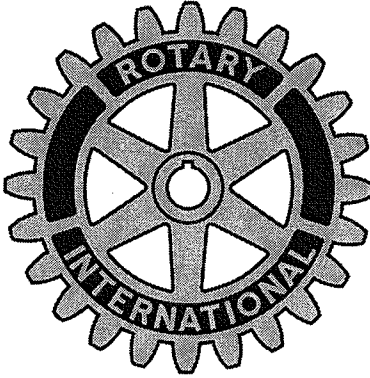




Rotary Grove Festival 2011

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Rotary Grove Festival 2011

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Cover Letter



Rotary Club of Downers Grove
P.O. Box 256
Downers Grove, IL 60515

December 22, 2010

Mary Scalzetti
Village of Downers Grove
801 Burlington Ave
Downers Grove, IL 60515

Mary,

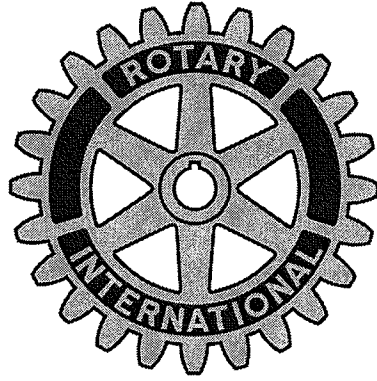
We appreciate the Village once again taking time to go over our proposal for what will be the 2nd annual Rotary Grove Festival. We look forward to partnering with the Village of Downers Grove and other community-based groups to host yet another successful festival.

If you have questions, please contact me at 630.863.5063.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Techman", written over a horizontal line.

Daniel Techman
Rotary Club of Downers Grove



Rotary Grove Festival 2011

Application Form

**Village of Downers Grove
Application for Temporary Use/Special Event Permit**

Please submit this application and any additional materials to:
Community Development Department
801 Burlington Avenue, Downers Grove, IL 60515
Ph: (630) 434-5515 FAX: 630-434-5572
jobrien@downers.us

Please print clearly in ink

PART A: APPLICANT INFORMATION

Name of Applicant: Rotary Club of Downers Grove

Address: PO Box 256

City: Downers Grove State: IL Zip: 60515 Phone: 630-729-0351

Email: info@rotarygrovefest.com

Doing Business As (Name): N/A

Is this business/organization a registered not-for-profit? No
If yes, please provide a copy of your NFP status.

Name of Business Manager/Event Contact : **Daniel Techman**

Address: 2111 Butterfield Road

City: Downers Grove State: IL Zip: 60515 Phone: 630-434-3810

Email: dan.techman@hilton.com

PART B: EVENT INFORMATION

Name of Event: Rotary Grove Festival

Event Location: See Attachment B for Map and Attachment A for location description. Downtown Downers Grove

Description/Purpose of Event: Hold a Festival to bring the community together, feature and bring benefit to non-profit organizations in the community, and fundraise to also benefit the local community.

Date(s) Requested (month and day): June 23, 2011 through June 26th, 2011

Time of Event and/or Hours of Operation (Include for each day requested): See Attachment C.

Type of Event:

(Check one and continue with all questions in Parts B and D, unless otherwise noted.)

- XX Carnival **Also complete Part C**
- Circus **Also complete Part C**
- Live theatrical or musical performance on public right of way **Also complete Part C**
- Temporary sale of merchandise
- Road race: run/walk/or bike ride
- Festival/fair
- Public assembly/demonstration
- Other (please specify)
- Outdoor café
- Parade
- Block party

Check All Equipment That Will Be In Use:

XX Tent/s: State the number that will be in use and size of each:

Various sizes (10x10/10x20/10x15). We will be using a tent rental company. We estimate using 30 Tents of various sizes.

Must submit Certificate of Flame Resistance for each.

- Temporary sign/banner
Only one sign per street frontage is allowed. Signs are limited to 32 square feet in size. Sign Ordinance (28.1501.05).

Text to be printed on the temporary sign

--

- XX Temporary seating
- XX Temporary stage or other structure
- XX Amplifiers/sound system
- XX Electrical hook-up (Applicant is responsible for contacting JULIE to mark approved area.) Outdoor water use
- XX Tables/chairs

Other Activities That Will Take Place. (Check all that apply.)

XX Sale and/or consumption of alcohol
Requires Special Event Liquor License. Call Liquor Liaison (630) 434-5542 at least 60 days in advance.

XX Sale of, cooking of, and/or consumption of food
Contact DuPage County Health Department at (630) 682-7400 for requirements ASAP.

XX Raffle
Contact Village Clerk at (630)434-5535 at least 14 days in advance.

Fireworks
Contact Fire Prevention Bureau at (630) 434-5983 at least 30 days in advance.

Does the applicant or business own the property where the event will take place?

No – We will be using public property.

If "NO", please include a letter from the landlord granting use of the property.

How many participants/attendants are expected?

25,000 to 30,000 Total For the Weekend

Are street closures requested? Yes No

If yes, what streets? See Attachment A & B

Justification for street closure; We will be using the street to set up tent's for restaurant's and downtown businesses as part of the fest

What is your plan for clean up and disposal of waste at the site, during and after the event? Explain:

Same as last year we are hiring an outside company to insure that the streets are open and the site has been cleaned by 5:00am on 6/27/2011.

Applicant will be invoiced for the cost of any Village services used in association with the event including, but not limited to Police, Fire and Public Works. (Estimated at \$60/hour/person. Actual cost may vary.)

Will the location of the event displace any parking spaces? Yes No If yes, how many spaces?

YES! We estimate that parking on Main Street from Curtiss to Burlington will be taken out, Commuter Lot A, Lot B, Lot C, and Lot F. We have not counted the exact number but this can be provided upon request.

Is the event a fundraiser? Yes No If yes, name the beneficiary.

Rotary Club of Downers Grove and Junior Women's Club.

PART C: AMUSEMENTS (Carnivals, Circuses, Performances on Public Rights-of-Way)

Name (i.e. John Smith) of Amusement Operator: North American Midway

Address: 33 West Higgins Road, Suite 630

City: South Barrington

State: IL

Zip: 60010

Date of Birth: 7/20/1965

Driver's License #: On File

List Any Branch Locations:

N/A

Doing Business As: Same as above.

Date Business Was Incorporated: December 2005

List the name of officers, directors, or stockholders owning more than 20% of the stock or any corporation, partnership or limited liability corporation associated with this business. Include their address and date of birth. (Attach a separate sheet if necessary.)

N/A

List any and all managers who will be on-site, as well as their date of birth and contact information

Tom Thebault – 7/20/1965 – 847-514-5178
Pat Repp – 5/14/1963 – 309-255-1279

List the name/s of any applicant, owner, director, stockholder, officer, manager, or any employee having contact with the public who has been convicted of any of the following: (Include date of conviction.)

- (a) Any offense involving sexual misconduct with children or other sex offenses as defined in Article 11 of the Criminal Code of 1961 as amended.
- (b) A felony based upon conduct or involvement in such business OR activity related to similar business or activity, within the past ten years; or
- (c) Any felony unrelated to conduct or involvement in such business or activity or related or similar business or activity, but which felony involved the use of a deadly weapon, traffic in narcotic drugs, or violence against another person, including rape, within the last five years; or
- (d) A misdemeanor or licensing ordinance violation, based upon conduct or involvement in such business activity or related or similar business or activity, within the past two years.

NONE

Amusement Ride Operators shall comply with the Carnival and Amusement Rides Safety Act (430 ILCS 85/1 et seq. as amended from time to time).

Applicant affirmatively states that he/she: has has not made similar application for other similar permits or licenses at other locations.

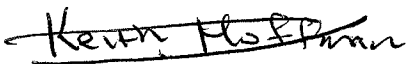
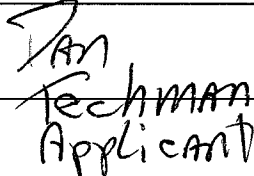
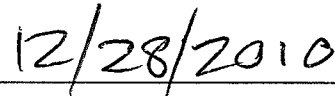
If so, state the location:

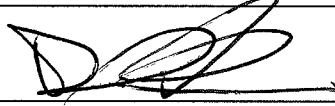
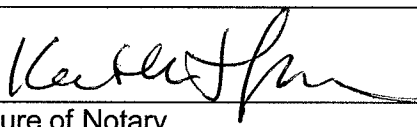
Indicate disposition of application:

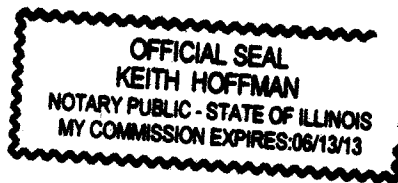
PART D: APPLICANT'S STATEMENT OF AGREEMENT:

I hereby affirm that the above information is true and correct in describing the intent of this application. Everything that I have stated on this application is correct to the best of my knowledge. **Failure to comply with the application and disclosure requirements shall constitute grounds to deny the permit.**

I have read the provisions of this application and agree to abide by the ordinances, rules and regulations of the Village. I understand that issue of the permit is contingent upon compliance of all conditions and requirements. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Village of Downers Grove.

 Print Name	 Dan Techman Applicant	 Date
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 Signature of Applicant	 Signature of Notary
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HOLD HARMLESS/INDEMNIFICATION AGREEMENT:

PART D (Con't)

Daniel Techman (Name of Applicant) has requested permission to conduct a Temporary Use in the Village of Downers Grove. For consideration of such permission and permit, Rotary Club of Downers Grove (Name of Organization)

hereby fully releases and discharges the Village of Downers Grove, its officers, agents and employees from any and all claims from injuries, including death, damages, or loss which may arise or which may allege to have arisen out of, or in connection with the event.

Daniel Techman
Rotary Club of Downers Grove (Applicant and Organization) further agrees to indemnify and hold harmless and defend the Village of Downers Grove, its officers, agents, and employees from any and all claims resulting from injuries, including death, damages or losses, including, but not limited to the general public, which may arise or which may be alleged to have arisen out of, or in connection with this event.

<u>Daniel Techman</u>	<u>12-28-10</u>
-----------------------	-----------------

Print Name

Date

<u>[Signature]</u>	<u>[Signature]</u>
--------------------	--------------------

Signature of Applicant

Signature of Notary

[This area for office use only.]

Required Documents:

- Application
- Plat of Survey
- Site Plan
- Written Operating Plan

If applicable:

- Not for profit status (501 (c) 3 or equivalent)
- Letter from landlord
- Certificate/s of Flame Resistance
- Temporary Sign application
- Raffle License application
- Liquor License application
- License Agreement
- Certificate/s of Insurance
- Encroachment License
- Neighborhood Notification Letter
- Review of Sub-Contractor agreements



Fees to be collected:

- Temporary Use _____
- Late Fee _____
- Amusement _____
- Temporary Sign _____
- Tent _____
- Encroachment Fee _____
- Live Theatrical/Musical Performance on Public Right-of-Way _____
- Use of Public Property

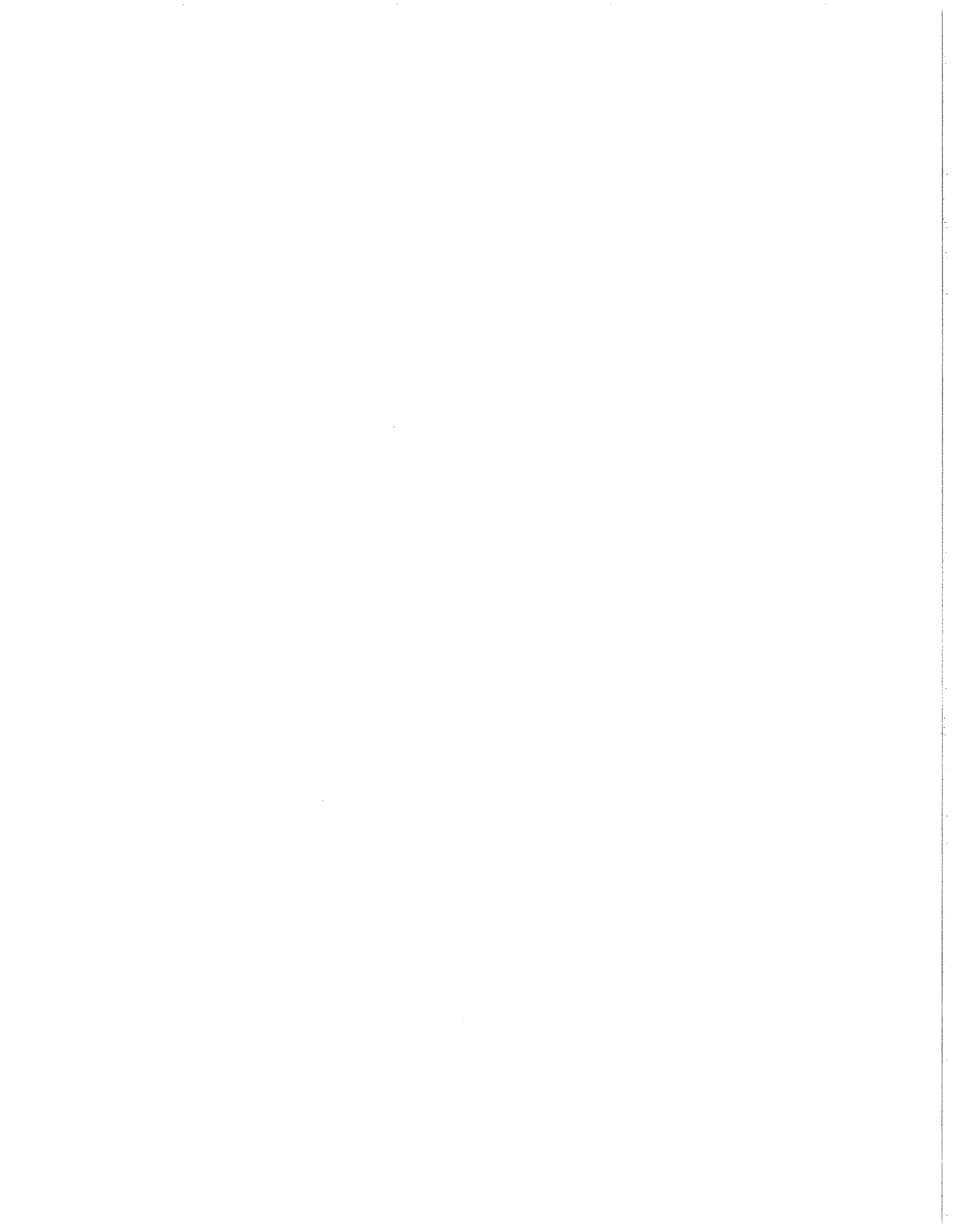
Fees to be invoiced:

- Police Services _____ Fire
- Services _____
- Public Works Services _____
- Village Manager's Office _____

Other:

Security Deposit to be retained: _____

Total Fees Due: _____ **Date Received:** _____



Attachment A

The Rotary Club of Downers Grove is submitting an application for a street festival to take place June 23rd thru June 26th, 2011, in downtown Downers Grove. Our goal is to enhance the Downers Grove community, by providing a community event for residents to come together while giving an opportunity for local non-profits to fundraise.

The Rotary Club of Downers Grove has over 30 + years of running successful events in the downtown business district including last year's Rotary GroveFest, Heritage Fest - Beer Garden, Oktoberfest, and Halloween Window Painting.

We look to leverage our relationships with Downtown Downers Grove Management, The Downers Grove Area Chamber of Commerce & Industry, and EDC along with our existing sponsorship and volunteer network to guarantee a successful event.

The event will possess a variety of attractions from live musical acts, food, amusement rides, car show, craft fair, youth activities, and beer garden. The festival will cover portions of Main, Burlington, and Warren Ave streets as well parking lots A, Forest North, Lot B, Lot C, Lot F and the library parking lot. Fishel Park will be utilized for the craft fair.

The carnival rides will be open to the public starting on Thursday night, June 23rd (ride preview night). The rest of the festival will be open to the public starting on the afternoon of Friday, June 24th, and will continue throughout the weekend.

Location (See Attachment B for Layout)

- The amusement ride area will run on Warren Ave from Forest to Washington and on Burlington from Main to Mochel (leaving Mochel open to East bound traffic) and Lot B. North American Midway has been selected to provide Amusement rides and carnival type food due to their outstanding service.
- Main Street will be closed from Rogers Street to Curtiss. Curtiss will remain open. Main Street will be utilized for exhibiting restaurants and businesses.
- The entertainment area and beer garden will host entertainment on its stage during its operational hours. Food will be available in the entertainment area. On Saturday we will have youth activities in the afternoon.
- Non-Profits will have tables available to them near the entertainment area 12pm -5 pm on Saturday and Sunday so they may fundraise and /or dispense information.
- The Sunday car show will be located in the Community Bank of Downers Grove parking lot and on Warren Ave from Linscott to Forest Ave. The Downers Grove Car Show Committee will be assisting in this area.
- The Craft Fair will be held at Fishel Park on Saturday and Sunday and will be operated by a Downers Grove Junior Women's Club. We have engaged the Park District to obtain the necessary permits.
- Commuter Parking Lot A will be utilized for the amusement companies internal operations.

Marketing

Our target audience is local residents of all ages in Downers Grove and the surrounding suburbs. Advertising will include a Rotary GroveFest web site, local newspapers, local access cable, and social media. We will leverage relationships with Downers Grove EDC, Chamber, Downtown Downers Grove Management and the Village to inform the residents. Expected attendance is to be in the 25k -30k range over the weekend.

Transportation & Parking

Four days prior to the event, we will utilize message boards to announce the closing and detour dates of Burlington Ave, Warren Ave, Main Street, and Lot A, and Forest North, and South parking lots, Lot C, Lot F and Lot B. We will have detour and directional arrow signage in place at the time of the road closures.

Announcement Sign Listing:

- 1) Two electronic message boards on Main Ave announcing closure and detour dates.
- 2) Two message board signs on Burlington Ave announcing closure and detour dates.
- 3) Two message board signs announcing closure of Lot A (one at entrance and one exit)
- 4) Two message board signs announcing closure Forest Ave North (entrances)
- 5) Six message board signs announcing closure Forest Ave South (entrances)
- 6) Two message board signs announcing closure Lot C (entrances)
- 7) Two message board signs announcing closure Lot B (entrances)
- 8) Two message board signs announcing closure Lot F (entrances)

Working with the village we will designate no parking signs in surrounding festival area. Consideration to traffic flow, merchant customer parking, and safety will be taken into consideration. Based on past year's feedback every effort will be made to keep as many streets open as possible to minimize the impact to local businesses. No parking signs will go up during road closures. Road closures on June 21st and June 22nd will be performed by a professional barricade company. Due to the foot print and estimated attendance levels, remote parking will not be needed.

Sanitation

Rotary has hired a professional sanitation companies to be responsible for trash pick up through the fest area, portable toilet maintenance, trash removal from the fest area. Rotary GroveFest supplied trash receptacles located throughout the fest area will be dumped throughout the day into common dumpsters located in the library alley, and at the intersection of Warren Ave and Forest Ave. The dumpsters will be monitored and emptied on an as needed basis throughout the fest. The 31 toilets will be cleaned daily and monitored throughout the fest. A grease and hot coal disposal area will be made available to vendors in the library alley. Please see map (attachment B), for common dumpster, portable toilet, and grease disposal locations. At the conclusion of the event, the fest area equipment (tents, generators, fencing, rides, and trash containers) will be removed. The fest area sidewalks will be swept and the fest area streets and parking lots will be cleaned by a street sweeper in time to be open to the public by 6am on June 27th.

Insurance

Upon being granted the permit, The Downers Grove Rotary Club will provide proof of insurance and the Village shall be named and covered under the policy. The insurance policy will provide a minimum coverage of \$1,000,000 per accident, \$2,000,000 general liability and \$5,000,000 umbrella coverage.

Notifications to Area Business and Residents

The Rotary Club of Downers Grove has discussed its plans with Downtown Downers Grove Management and to the Downtown businesses owners group. Property owners, businesses, residents and commuters directly affected by street and parking lot closures will be notified at least two times - 30 and 7 days prior to the event. In addition to informational signs at pertinent locations, the Rotarygrovefest.com website will provide fest information, and a dedicated phone number will be published in newspapers and various advertisements. Rotary will meet directly with property and business owners immediately adjacent to the fest area to let them know what resources are available to them and how to contact us for questions.

Training

Training for key personnel will take place one week prior to the festival. Liquor ID training and procedures will take place at this time.

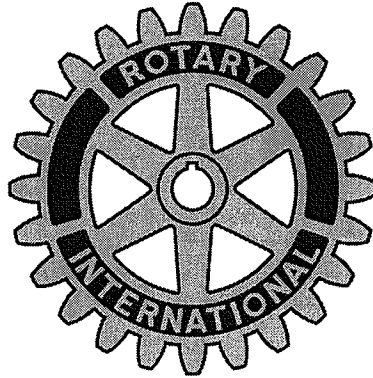
Village of Downers Grove Items

We appreciate the support of the Village of Downers Grove with past events and look forward to working together in 2011. Below are items we are requesting from the Village.

- The Rotary Club of Downers Grove will require 3 Hydrant and 1 standard water hook ups. We will need ~~to~~ the cost of each meter usage for accounting purposes.
 - Main Street by Dariusz Jewelers (Hydrant)
 - Library Lot - Burlington Entrance (Hydrant)
 - Main Street just North of the tracks on East and West Sides (Hydrants)
 - Train Station (Standard Spigot)
- The free use of parking lot closure signs and two electronic message boards from public works.
- Utilize the parking lot behind Village Hall for the amusement company's RV's & bunks June 21st - June 27th (am). We require village hook up to electricity and water in this area. Rotary will supply portable toilets.
- The Rotary Club of Downers Grove would like to utilize Off-Duty Downers Grove Police officers as much as possible. Please provide the number of on-duty police officers required per shift, their approximate location, how many off-duty Downers Grove Police officers and Rotary security personnel are needed to satisfy the police department requirements.
- A detailed breakdown of proposed costs (tent permits/ water hooks up/ public works items/ proposed meetings/ ect) so we can minimize items that may drive up the festival costs.
- The Rotary Club of Downers Grove is asking for a Not Too Exceed for the Village Pre-Event Costs.

- We recognize non-profits only exhibiting items don't have the same risks as vendors that are selling food. To streamline the insurance and legal paperwork process for the Village and Rotary, we are requesting the Village supply Rotary the specific legal and certificate of insurance requirements for each of the below categories:
 - Exhibitors -Food prepared on-site (restaurants)
 - Exhibitors - Pre-packed food (cans of soda, bottled, water)
 - Exhibitors - Handing out information/ selling non-food items (crafts)
 - Vendors that supply the fest -Food related (beer)
 - Vendors that supply the fest - Non- food related (tents/ fence)

- Village approved legal forms that are required to be submitted to the village (release/ indemnification / ect) for the above categories.
- Rotary requests that we not be charged for items created for Rotary GroveFest but can be used for other events or activities within the village.
- A scaled down No Parking Area will be advantageous to local business customers and festival attendees.

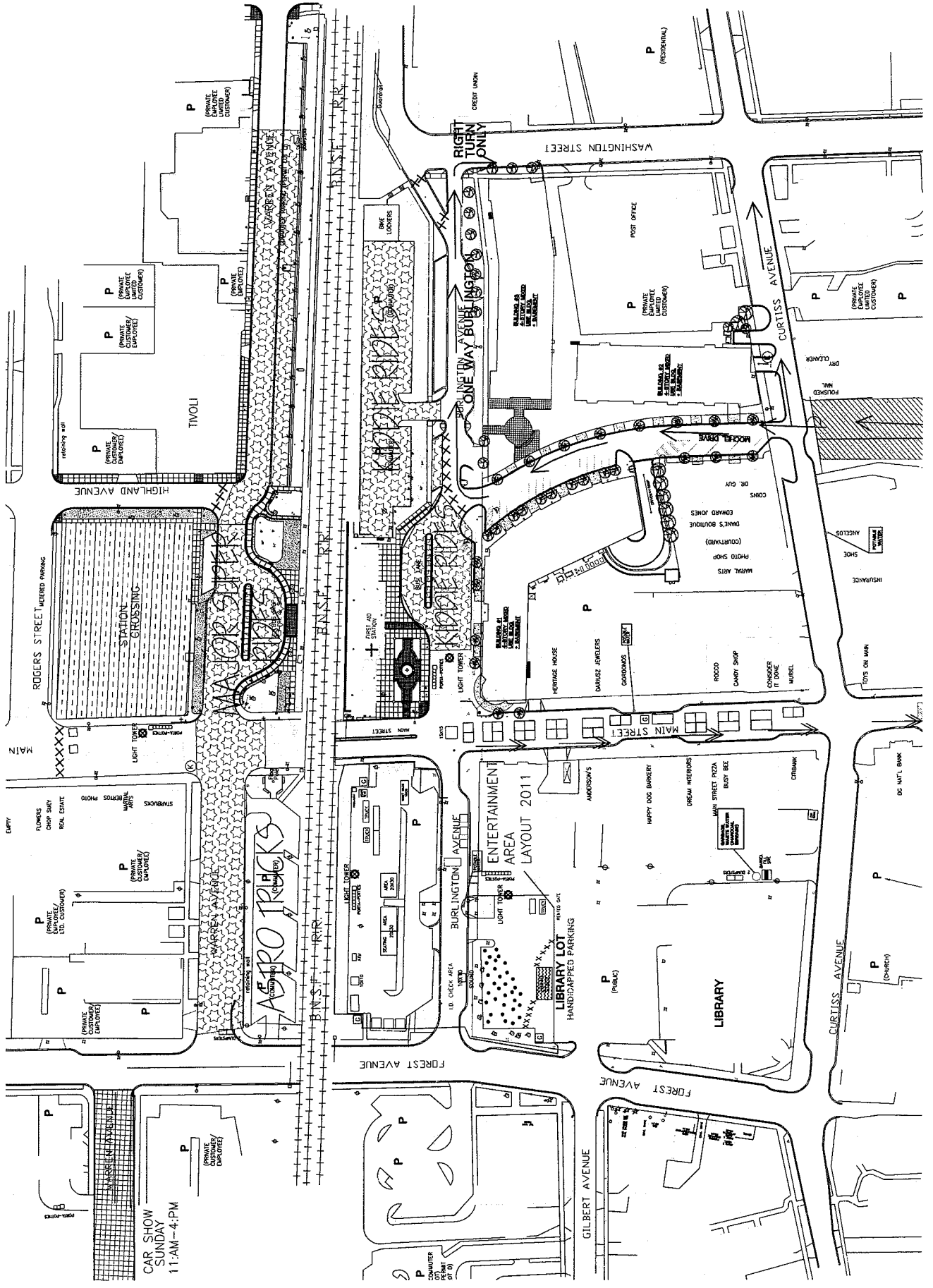


Rotary Grove Festival 2011

Attachment B

Site Map

This Map is also available electronically via email for a larger version.



CAR SHOW
SUNDAY
11:AM-4:PM

ENTERTAINMENT
AREA
LAYOUT 2011

LIBRARY LOT
HANDICAPPED PARKING

LIBRARY

RODGERS STREET METERED PARKING

STATION CROSSING

ADRO TRUCKS

BURLINGTON AVENUE

LIBRARY LOT

LIBRARY

CURTISS AVENUE

TIVOLI

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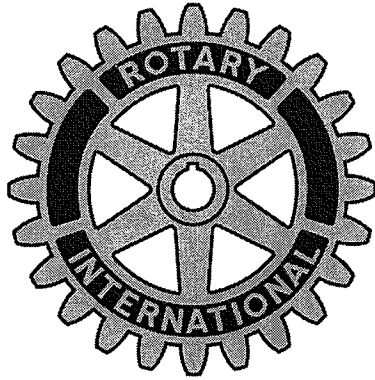
TIVOLI

ADRO TRUCKS

LIBRARY LOT

LIBRARY

CURTISS AVENUE

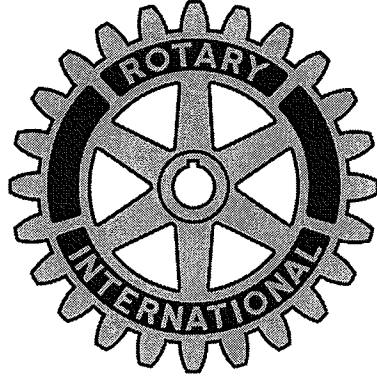


Rotary Grove Festival 2011

Attachment B1

Amusement Area Map

Also Available Electronically



Rotary Grove Festival 2011

Attachment C

Operating Hours

ID	Task Name	Duration	Start	Resource Names	Finish	Thu Jun 23, 5 PM 6:00 PM	Thu Jun 23, 7 PM 7:00 PM	Thu Jun 23, 8 PM 8:00 PM	Thu Jun 23, 9 PM 9:00 PM	Thu Jun 23, 10 PM 10:00 PM	Thu Jun 23, 11 PM 11:00 PM	Fri Jun 24, 12 AM 12:00 AM	Fri Jun 24, 12 AM 12:00 AM	
1	Amusement Rides - Pay One Price	4.5 hrs	Jun 23 5:30 PM	Amusement Rides	Jun 23 10:00 PM	Amusement Rides								
2	Amusement Rides	9 hrs	Jun 24 2:00 PM	Amusement Rides	Jun 24 11:00 PM									
3	Entertainment Area	6 hrs	Jun 24 5:00 PM	Entertainment	Jun 24 11:00 PM									
4	Restaurants & Exhibitors	6 hrs	Jun 24 5:00 PM	Restaurants	Jun 24 11:00 PM									
5	Beer Garden	6 hrs	Jun 24 5:00 PM	Beer Garden	Jun 24 11:00 PM									
6														
7	Craft Fair	7 hrs	Jun 25 9:00 AM	Non-Profits	Jun 25 4:00 PM									
8	Non-Profits in Entertainment Area	5 hrs	Jun 25 12:00 PM	Non-Profits	Jun 25 5:00 PM									
9	Entertainment Area	11 hrs	Jun 25 12:00 PM	Entertainment	Jun 25 11:00 PM									
10	Restaurants & Exhibitors	11 hrs	Jun 25 12:00 PM	Restaurants	Jun 25 11:00 PM									
11	Beer Garden	11 hrs	Jun 25 12:00 PM	Beer Garden	Jun 25 11:00 PM									
12														
13	Amusement Rides	11 hrs	Jun 25 12:00 PM	Amusement Rides	Jun 25 11:00 PM									
14														
15	Craft Fair	7 hrs	Jun 26 9:00 AM	Non-Profits	Jun 26 4:00 PM									
16	Car Show	6 hrs	Jun 26 10:00 AM	Car Show	Jun 26 4:00 PM									
17	Non-Profits in Entertainment Area	5 hrs	Jun 26 12:00 PM	Non-Profits	Jun 26 5:00 PM									
18	Entertainment Area	10.5 hrs	Jun 26 12:00 PM	Entertainment	Jun 26 10:30 PM									
19	Restaurants & Exhibitors	10.5 hrs	Jun 26 12:00 PM	Restaurants	Jun 26 10:30 PM									
20	Beer Garden	10.5 hrs	Jun 26 12:00 PM	Beer Garden	Jun 26 10:30 PM									
21	Amusement Rides	10.5 hrs	Jun 26 12:00 PM	Amusement Rides	Jun 26 10:30 PM									

Project: Operating Hours Master - Live
Date: Dec 20 8:37 AM

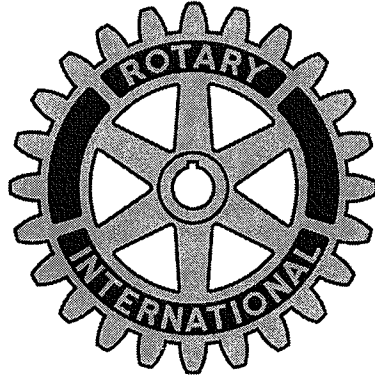
Task Split

Progress Milestone

Summary Project Summary

External Tasks External Milestone

Deadline

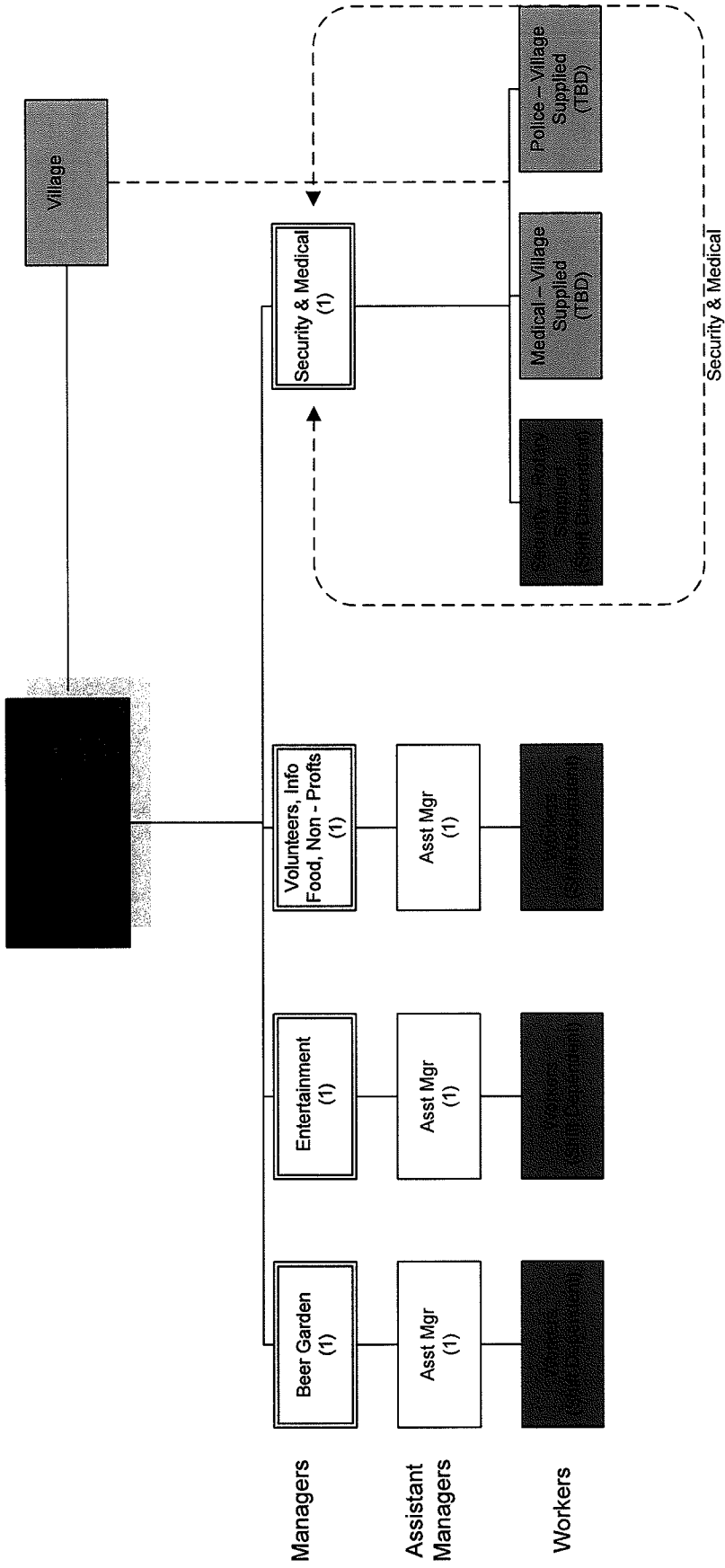


Rotary Grove Festival 2011

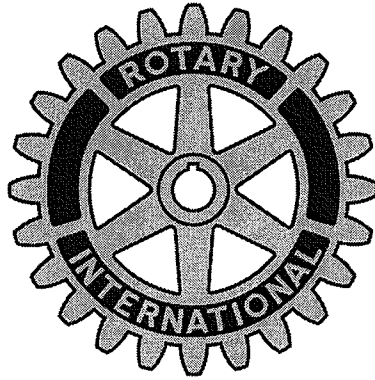
Attachment D

Organizational Chart

Attachment D



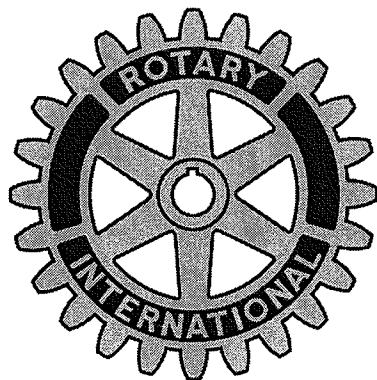
- Red – Commander
- Yellow – Managers
- White – Assistant Managers
- Blue - Workers
- (#) – Denotes Number of Staff



Rotary Grove Festival 2011

Attachment E

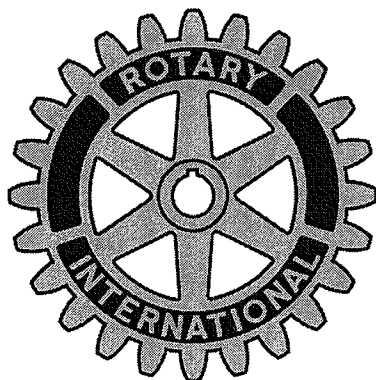
Security Volunteers



Rotary Grove Festival 2011

Attachment F

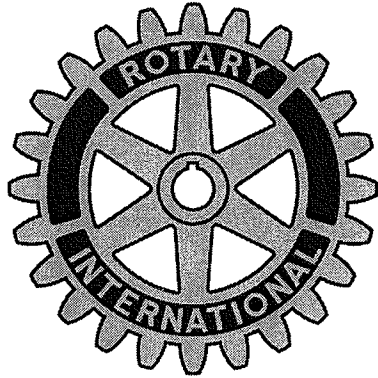
General Volunteers



Rotary Grove Festival 2011

Attachment G

Beer Tent Volunteers



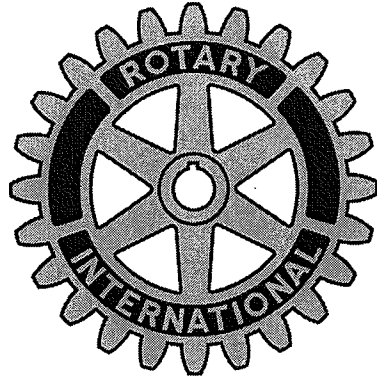
Rotary Grove Festival 2011

Attachment H

Opening Fest Procedures

Attachment H

Fest Set Up	Date	X	Day
Amusement Rides Staged at DG South	6/19/2011		Sun
Close Selected Fest Area Streets at 7pm - Warren Ave from Forest to Main and Main to Highland. Burlington Ave from Forest to Main and Main to Mochel. Parking Lots A, C,F,B Forst North, and Library Parking Lot. Main Street and Warren from Washington to Highland will be kept open at this time	6/21/2011		Tue
Amusement Rides Move In 7:30pm	6/21/2011		Tue
Entertainment Area - Set up	6/22/2011		Wed
Common Dumpsters - Delivered	6/22/2011		Wed
Portable Toilets - Delivered	6/22/2011		Wed
Close Warren Ave between Washington and Highland 12pm	6/23/2011		Wed
Close Main Street at Rogers & Curtiss @ 5:30 AM	6/24/2011		Thurs
Set up Main Street Tents & Power	6/24/2011		Thurs
Close Car Show Area - Warren Ave @ 10pm	6/25/2011		Sat



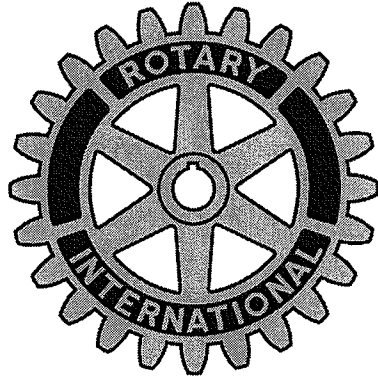
Rotary Grove Festival 2011

Attachment I

Daily Opening Procedures

Attachment I

Daily Opening Procedures	X
Security	
Review Procedures with Workers	
Check Fences	
Get Water for Workers	
Check in with Police and Paramedics	
Sanitation	
Review procedures with workers	
Check trash can	
Check portable toilets	
Check Common Dumpster	
Check Charcoal and Grease	
Walk Grounds	
Check in with Restaurants	
Check Generators	
Beer Garden	
Review procedures with workers	
Check Ice	
Check Taps	
Check Cups	
Check Kegs	
Entertainment	
Review procedures with workers	
Check with Sound	
Check with Band	
Set up Non-Profit tables	
Check in Non-Profits	
Review procedures with Non-Profits	
Volunteers	
Review procedures with workers	
Set out shirts	
Check materials at info booth	
Test Radios	
Set Up Sign In Sheets	



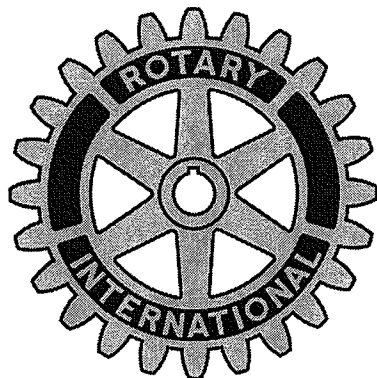
Rotary Grove Festival 2011

Attachment J

Daily Closing Procedures

Attachment J

Daily Closing Procedures	X
Security	
Move People out of Fest Area	
Set Up Final Deposit with Police	
Secure Entertainment Area	
Walk Area to verify area is secured for the night	
Charge Radios	
Send any notes / issues to site commander	
Sanitation	
Check trash can	
Check portable toilets	
Check Common Dumpster	
Check Charcoal and Grease	
Walk Grounds	
Check in with Restaurants	
Check Generators	
Send any notes / issues to next site commander	
Beer Garden	
Check Ice	
Remove Taps	
Check Cups	
Check Kegs	
Send any notes / issues to site commander	
Entertainment	
Check with sound / light person	
Secure Stage for night	
Send any notes / issues to site commander	
Volunteers	
Secure shirts	
Check in with Amusement company	
Send any notes / issues to site commander	



Rotary Grove Festival 2011

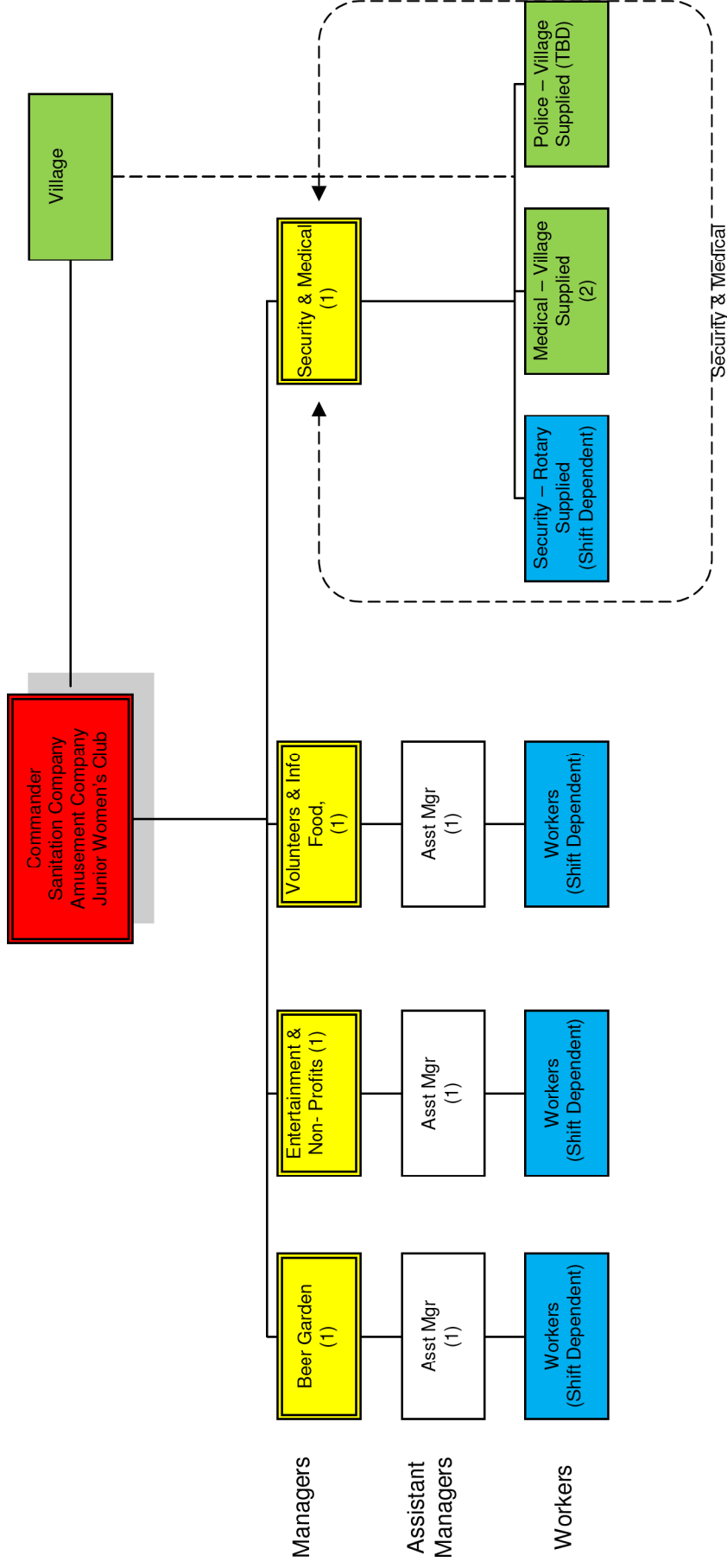
Attachment K

Fest Closing Procedures

Attachment K

Fest Take Down	Date	X
Amusement Rides - Close	6/26/2011	
Entertainment - Closes	6/26/2011	
Beer Garden - Closes	6/26/2011	
Amusement Rides - Move Out	6/26/2011	
Fencing Around Private Property - Remove	6/26/2011	
Entertainment Area Fencing - Remove	6/26/2011	
Common Dumpster - Removed	6/26/2011	
Portable Toilets - Remove	6/26/2011	
Stage - Remove	6/26/2011	
Sound & Lights - Remove	6/26/2011	
Tents - Remove	6/26/2011	
Table & Chairs in Entertainment Area - Remove	6/26/2011	
Beer Garden - Remove	6/26/2011	
Entertainment - Generators - Remove	6/26/2011	
Trash Cans - Remove	6/26/2011	
Sweep Sidewalks in Fest Area Before 5am	6/27/2011	
Street Clean Streets in Fest Area Before 5am	6/27/2011	
Open Fest Streets & Parking Lot 5am	6/27/2011	

Attachment S



Red – Commander
 Yellow – Managers
 White – Assistant Managers
 Blue - Workers
 (#) – Denotes Number of Staff

SECURITY AND MEDICAL SECURITY STAFF

It is the responsibility of Security Staff to support the operations of GroveFest and follow directions from the Security and Medical MANAGER. The overriding objective for this group is to ensure the safety of all participants in GroveFest. The Staff under direction from the Manager will oversee the effective opening, daily operations and closing of the GroveFest according to the published schedule. The Staff shall maintain open lines of radio communication with their Manager and the Site Commander.

RADIO COMMUNICATIONS PROCEDURES

- Security will only use channel # (TBD)
- **Security/Medical/Fire Radio Protocol: "V-O-C from (your name/issue) at (location), need assistance"** (VOC is Village Operations Center).
- **Basic Radio Protocol: When calling another party follow this format:**
 - Push and hold the "talk button" before you start talking.
 - Let go of the talk button after sending your transmission
 - Follow the protocol example: "Steve Wilkey, this is Jim Evans, over"
 - The word "OVER" signifies that the speaker has finished his transmission and is waiting for a reply.
 - Wait for a few seconds to give them time to find their radio etc. If no reply then call again: "Steve Wilkey, this is Jim Evans, over."
 - Hopefully Steve will respond with something like: "Go ahead Jim, this is Steve, what do you need? over"
 - When you complete a complete conversation and are done talking say the word: "OUT"
 - Example: "Thanks Steve, that answers all my questions, this is Jim, OUT"
 - That signifies to other radio users that the conversation is completed and the network is clear for someone else to talk.
 - Notes:
 - Keep radio transmissions to a minimum, **less is better**. Recognize that other people will have important business to discuss and emergency situations might occur.
 - You are allowed to "interrupt" another conversation to report an emergency.

DAILY OPENING PROCEDURES

- Check-in at Information Booth.
- Check in with Manager for:
 - Uniform
 - Radio (test)
 - A laminated card with lanyard containing contact information, emergency procedures and phone numbers
 - Procedures review
 - Assigned location

DAILY OPERATING PROCEDURES

GENERAL EMERGENCY PROCEDURES

The safety of GroveFest participants and staff is of paramount importance. Proper communication and prompt response to bring the right resources to bear on a particular situation or emergency is critical.

- Staff will have laminated cards with lanyards will be issued to security/medical personnel for quick reference names, radio channels, phone numbers and locations.
- There will be emergency medical services provided by two Fire Department Paramedics who will be based operationally out of an on-site tent, located behind the stage.
- Police will be located around the GroveFest, 1 during daytime and 6 at night

MEDICAL EMERGENCY – Critical/Minor

Protocol for Staff:

- Identify exact location and identify medical condition, to the extent possible.
- Call VOC
- Stay with the person until medical assistance arrives.
- Keep the spectators/crowd back at a safe distance.
- Obtain the person's name, age, known medical conditions and medication taken.

- Keep spectators/crowd back at a safe distance.
- When asked to elaborate on the situation to bystanders or media your response should be along the lines: **“I don’t have complete information, but our Site Commander will be glad to help you. He should be here shortly.”**

FIRE

Protocol for Staff:

- Identify exact location.
- Call VOC
- Obtain additional support, as requested, from other GroveFest staff to secure area.
- When asked to elaborate on the situation to bystanders or media your response should be along the lines: **“I don’t have complete information, but our Site Commander will be glad to help you. He should be here shortly.”**

DANGEROUS WEATHER

Commander will keep informed of current and future weather conditions using available means: (radio, internet, etc.) Guests, vendors and staff will be notified promptly of impending bad weather through radio communication, cell phones and face-to-face interaction.

Protocol for Staff:

- All those affected will be advised to take cover in a **safe shelter**. Safe shelters are constructed **block wall or concrete**.
- High winds and tornado – staff will get people out of tents and to safe shelters (**Moose Lodge, train station, Tivoli Bowl, Village Hall**).
- If there is no time to move that far, ask them to **lay in a ditch or low depression and cover their head**.
- After weather passes, staff will assess all areas for injured people and damage and follow appropriate protocol described above for particular situations.

LOST CHILD/PARENT MISSING CHILD

Call VOC

LOST & FOUND ITEM

Call Manager who will take the item to the Information Booth.

DISRUPTIVE PERSONS/BAD BEHAVIOR

Call VOC

2011
Rotary Grove Festival
Communications Plan Overview

1. The Rotary Club of Downers Grove will have a Site Manager on Duty and security during all festival hours.
2. We will follow the same communication plan as 2010.
3. The Rotary Club will rent and maintain enough 2 way radios to equip the Site Manager, key area managers, security staff and radios to interface with the village during fest hours.
4. There will be 2 channels used on the radios. One channel will be for general fest communications (non-emergency) through-out the festival and the other will be for security personnel and emergencies (to communicate with village officials and police and fire).
5. Once an incident has been reported to emergency services Rotary staff will receive its direction from emergency services.
6. The Rotary Club representatives planning the festival will work with emergency services prior to the festival to insure that communications and staffing operate smoothly and efficiently and provide a clear chain of command for insuring the safety and enjoyment of all attendee's.

2011
Rotary Grove Festival
Sanitation & Clean-Up Plan Overview

Rotary will hire a professional sanitation company to be responsible for trash pick up through-out the fest area, and portable toilet maintenance. We will contract with a professional waste management company like Allied for trash removal from the fest area. This same company will supply trash receptacles through-out the fest area. These will be dumped throughout the day into common dumpsters (see map for locations). The dumpsters will be monitored and emptied on an as needed basis before the fest opens each day. The 31 toilets will be cleaned daily by the sanitation company, before the fest opens, and monitored throughout the fest. A grease and hot coal disposal area will be made available to vendors. Please see map (attachment B), for common dumpster, portable toilet, and grease disposal locations. At the conclusion of the event, the fest area equipment (tents, generators, fencing, rides, and trash containers) will be removed. The fest area streets and parking lots will be cleaned by a street sweeper in time to be open to the public by 6am on June 27th.

The professional sanitation and trash disposal companies' names and emergency contact information will be provided to the village prior to fest opening.

2011
Rotary Grove Festival
Entertainment Overview

Entertainment for the 2011 Rotary Grove Festival will be similar in scope and content as it was in 2010. We will focus on local bands to provide entertainment beginning Friday, June 24th through Sunday, June 26, 2011.

We intend to reach out to organizations like the Rock Academy, Judges Night Band, Downers Grove Dance Studios, etc.

We do not intend to contract with any "big name" or "headline" bands that draw thousands of people.



Management Corporation

933A CURTISS STREET
DOWNERS GROVE, IL 60515
PHONE 630.725.0991
FAX 630.725.0993
WWW.DOWNTOWNDG.ORG

January 26, 2011

Mr. Jeff O'Brien, Planning Manager
Village of Downers Grove
801 Burlington Avenue
Downers Grove, IL 60515

Jeff,

On behalf of Downers Grove Downtown Management, I am writing this letter in support of The Rotary Club of Downers Grove's Grove Fest scheduled for June 23, 24, 25 and 26, 2011.

We appreciated Rotary's presentation at the Business Owners Meeting this past fall. Our business were very pleased to hear that the fest will take place back on Main Street between Curtiss Street and Rogers Street and to hear that Curtiss Street will remain open for the entire fest.

We look forward to working with Rotary to insure that this is a very successful event.

Sincerely,

A handwritten signature in cursive script, appearing to read "Linda".

Linda Kunze, Executive Director
DG Management Corporation
933A Curtiss Street
Downers Grove, IL 60515



Community High School District 99

Administrative Service Center
6301 Springside Avenue • Downers Grove, IL 60516-2489
(630) 795-7102 • FAX (630) 795-7199
www.csd99.org

Mark A. McDonald
Superintendent of Schools

March 2, 2011

Barbara R. Webster, DDS
5157 Main Street
Suite 205
Downers Grove, IL 60515

Dear Dr. Webster:

I am in receipt of your request to use specific parking areas at both District 99 campuses in support of the GroveFest event to be held June 19 through June 22. Specifically you have requested use of the South High School campus parking lot for trucks associated with the carnival. You have also requested use of the North High School lot for possible remote parking.

This letter confirms that District 99 will accommodate your request for parking on both the North and South High campuses from June 19 through June 22.

Good luck to you and the Downers Grove Rotary as you plan the second annual GroveFest!

Sincerely,

Dr. Mark McDonald
Superintendent

cc: Martin Schack, Director of Physical Plant
Ed Schwartz, Associate Principal, South High School
Chuck Hiscock, Associate Principal, North High School
Board of Education

North High School
4436 S. Main
Downers Grove, IL 60515
(630) 795-8400

South High School
1436 Norfolk
Downers Grove, IL 60516
(630) 795-8500

Barbara Webster

From: Sandy Pfundheller [spfundheller@dgparks.org]
Sent: Thursday, February 17, 2011 11:56 AM
To: 'Barbara Webster'; 'Keith Hoffman'; Todd Gallentine
Cc: Lee Arnsman; Rich Zizek
Subject: RE: Fishel Park Permit Application for June 25th and 26th

Good Morning Barbara,

Staff have reviewed the application for park usage, event proposal and event layout submitted for the use of Fishel Park for the Rotary Grove Fest Craft Fair on June 24, 25 and 26, 2011. To accommodate the event, a waiver of the District's Park ordinance #4.4.1 prohibiting the sale, exchange of property or collection of money on park property has been approved for June 25 and 26 during the actual event times. As communicated, the new Fishel Bandshell includes permanent restroom facilities on site, (3 men's, 3 women's) which will be available during your event. It is my understanding that there is no need for electric service in support of your event at Fishel Park. Listed below are the fees associated with the use of Fishel Park for the multi-day event:

Park Permit		
6/24	3 hours @\$25	\$75
6/25-6/26	38 hours @ \$25	\$950
Craft Booth/Vendors		
85 booths @ \$25 per day x 2 days		\$4250
Restroom Service – Stocking/cleaning		
\$100 per day x 2 days		\$200
Trash Collection Fishel Park		
\$50 per day x 2 days		\$100
Refundable Security/Damage Deposit		
\$200		\$200
TOTAL		\$5775

Staff have given consideration to your request for a waiver of fees associated with this community event and have approved a full waiver of the \$1025 in park permit fees, a 50% waiver of the vendor/craft booth fees which equates to \$2125, and a waiver of the \$100 in trash collection charges provided this service is outsourced as indicated in your proposal, for a total of \$3250 in fee waivers. The balance of the charges total \$2525. The \$200 security deposit will be used towards the repair of any damage to the property/grounds and is refundable should it not be needed.

I am forwarding a copy of this email to staff at the Recreation Center facility so they can move forward with processing your request. Payment of the security deposit is requested at this time, with the balance due June 1st, 2011. As we get closer to the event date, please advise as to the timing of the tent and booth set-up as Park District staff will need to be on-site during this time. Should you have any questions regarding this information, please contact me directly at 630-963-1304.

Thank you.

Sandy Pfundheller

3/1/2011



March 1, 2011

Barbara R. Webster, DDS
5157 Main Street
Suite 205
Downers Grove, IL 60515

Dear Barb,

Per your request, this letter serves as a confirmation that the Indian Boundary YMCA understands that the Rotary Club of Downers Grove, Rotary Grove Fest will be using the parking lots adjacent to the Downtown Downers Grove Main Street Train Station on Saturday, June 25. This space will not be available to the YMCA for our weekly Downtown Downers Grove Market. The YMCA will work with the Village of Downers Grove staff to identify other areas in the downtown region to relocate the market. If all else fails, we can hold the market here at the YMCA.

We wish you the best with Rotary Grove Fest and remain committed to assist in any way we can.

Sincerely,

Barb

Barbara Taylor
Executive Director
Indian Boundary YMCA

2011 ROTARY FEST BARRICADE-NO PARKING PLAN



- NO PARKING
- NO PARKING--SUNDAY ONLY (6/26/11)
- TYPE III BARRICADE (6/21/11)
- TYPE III BARRICADE (6/22/11)
- TYPE III BARRICADE (6/23/11)
- TYPE I BARRICADE (6/21/11)
- TYPE I BARRICADE (6/22/11)
- TYPE I BARRICADE (6/23/11)
- TYPE III BARRICADE (6/26/11)---CAR SHOW
- MESSAGE BOARD



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February 16, 2011

Daniel Techman
Downers Grove Rotary Club
PO Box 256
Downers Grove, IL 60515

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FAX 630.434.5998

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FAX 630.434.5690

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DEPARTMENT
5101 Walnut Avenue
Downers Grove
Illinois 60515-4046
630.434.5460
FAX 630.434.5495

Re: Temporary Use Permit for 2011 GroveFest

Dear Mr. Techman:

The Community Events Commission met on February 10, 2011 and forwarded a positive recommendation to the Village Council regarding the 2011 Grove Festival. Staff scheduled a first reading with Village Council on **March 8, 2011 at 7:00 pm** in the Committee Room at Village Hall. The event agreement will carry the following conditions for approval:

1. Staff recommends that the Rotary Club provide a contingency plan for remote parking for event attendees, volunteers and workers. Due to on-going construction for the Belmont Road underpass, commuter parking in Lot H (Belmont Train Station) will be significantly reduced. Owner permission must be provided for any remote parking lots if the lots are not Village-owned.
2. Closure of Main Street shall take place no earlier than 10:00 am on July 23, 2011. The on-street parking ban will be in effect starting at 5:00 am on July 23, 2011.
3. A schedule for vendor set-up (i.e. stages, tents, beer vending, etc.) for the entertainment/beer garden area shall be provided. This schedule must provide detailed information regarding street and lot closures.
4. Street closure for the Car Show, on Warren Avenue, shall take place after 11:45pm on Saturday, June 25, 2011 giving ample time for festival attendees to disburse after closing.
5. A list of entertainment and any entrance fees that will apply to this year's event to better gauge attendance no later than March 8, 2011.
6. Confirmation that the organizers of the Downtown Market have been informed of the changes to this year's event shall be provided. Due to the change in location, the Downtown Market will need to be relocated or canceled for the GroveFest week-end.
7. Approval for the use of Fishel Park shall be obtained from the Downers Grove Park District. Such approvals shall be provided to Village staff no later than May 1, 2011.
8. A written confirmation that arrangements for on-street parking signage and deliveries for Highland and Warren Avenue businesses shall be provided. The Community Events Commission noted that event organizers must make direct contact and come to an agreement with the owners of the Tivoli Building for "no parking" signage placement and timing. Further, organizers must make allowances for deliveries to businesses in the 900-block of Warren Avenue via Highland Avenue.
9. A detailed emergency management plan shall be provided. The plan shall include specific locations for emergency evacuations and protocols for contacting on-site Downers Grove Police and Fire personnel. An incident commander shall be on site at all times the festival is open.
10. A detailed security plan including location of personnel, number of staff and hours for each shift shall be provided. The plan shall identify the name



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of the security company, who the on-site personnel will be and whether on-site personnel will be armed.

11. A communications plan for on-duty festival workers shall be provided. The plan shall provide for mobile communication devices and include protocols for integrating with the Village's emergency operations center. Village staff recommends using a plan similar to the 2010 GroveFest.
12. The Village will provide a street closure signage and detour map.
13. "No parking" signs shall be posted at the event organizer's costs. The contact name and phone number of the contractor for street closures shall be provided no later than May 1, 2010.
14. All streets and public parking lots shall be re-opened by 5:00 am on Monday, June 27, 2011.
15. Amusement ride trailers and semi trailers are not allowed into the downtown area until after 8:00pm on June 21, 2011, to provide for street closures and the removal of vehicular traffic.
16. Please be advised that Fire Department access must be provided through the festival at all times. The minimum fire lane for event areas is 12 feet.
17. A more detailed sanitation plan shall be provided no later than May 1, 2011. The plan must indicate name and phone number of the sanitation contractor. The time for garbage removal from the site shall be listed in the plan. The toilets must be cleaned at least once every 24 hours.
18. A plan for clean up of the festival shall be provided. All areas must be cleaned and open to the public no later than 5:00am on the following Monday.
19. A detailed plan for provision of electricity to vendors shall be provided no later than May 1, 2011. The plan must identify where connections to public infrastructure are proposed and generator locations. All electrical connections must be inspected by the Village. All generators must be grounded per the 2008 National Electric Code. Grounding rods may not be installed in asphalt or concrete areas. JULIE shall be contacted to locate any conflicts with below-ground utilities at least 48 hours prior to installation of grounding rods. Please advise participating vendors; all extension cords must be outdoor grounded 12-gauge (12-3) in good working condition.
20. Notification to Downtown Management, all property owners, businesses, residents and commuters affected by street and parking lot closures shall be notified at least two times – 30 and 7 days prior to the event. Provide a copy of notification material and method of distribution no less than 45 days prior to the event. At a minimum, the notification must alert all affected businesses, residents, and commuters of the dates and times of the proposed street and parking lot closures as well as suggested alternative parking for the event and an event contact name and phone number.
21. Certificates of flame resistance must be provided for all tents no later than June 1, 2011. Cooking tents utilizing propane shall be identified by a method which is easily detected (e.g., an orange flag) by on-site Fire personnel.
22. Health Department approval is required for all food and beverage vendors.
23. The required licenses from the Village of Downers Grove shall be obtained prior to the event. Staff anticipates the following licenses will be necessary:
 - a. Special Event Liquor License – please contact the Village's Legal Department at 630.434.5542 with any questions.
 - b. Raffle License – please contact the Village Clerk at 630.434.5535 with any questions.
24. The event organizer shall provide proof of insurance. The Village shall be named and covered under the policy. The insurance policy shall provide



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for a minimum coverage of \$1,000,000 per accident, \$2,000,000 general liability and \$5,000,000 umbrella coverage. See attached forms and details for each vendor type.

25. The event organizer shall reimburse the Village for all direct and indirect cost incurred including all event labor, set up and meeting time prior to the event. The applicant shall provide the village with a cash or Letter of Credit in a form acceptable to the Village Manger in the amount of 120% of the Village's cost estimate.

26. Staff anticipates the following fees and staffing costs:

- a. Temporary use Fees:
 - i. General application \$ 75
 - ii. Amusement rides - \$100 per day \$ 400
 - iii. Entertainment - \$100 per day \$ 300
 - iv. Special Event Liquor License \$ 90
 - v. **Fee total (due PRIOR to the event) \$ 865**
- b. Estimated staff costs:
 - i. Village staff facilitation – 40 hours
 - ii. Police Department: estimated 267 hours.
 - iii. Fire Department: 3 staff members – 2 bike paramedics and 1 medic staffing the First Aid Booth during fest operations, an estimated 117 hours.
 - iv. Fire Prevention: Staff members will conduct set-up inspections for the tents and rides prior to the event. Staff will also conduct daily ride inspections. The estimated time to conduct inspections is 44 hours.
 - v. Public Works Department: 1 staff member for oversight of street closure and daily inspection as well as oversight of Sunday night clean up, estimated at 20 hours.
 - vi. Emergency Management Coordinator: Event oversight during operations, estimated at 20 hours.
 - vii. **Total staff hours anticipated: 508 hours. Total estimated cost: \$30,480.**

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The total estimated cost for the event is \$31,345. Please note the Village estimates all staff time at \$60 per hour. However, actual staff rates and time are billed. The Downers Grove Rotary will be responsible for payment for these services. While the Village does not anticipate a change, costs can increase/decrease depending on the event's attendance. The actual costs will be invoiced *after* the event.

Please notify us if there are any questions or concerns regarding the recommendations no later than February 24, 2011 to ensure placement on the March 8th Village Council agenda.

Please do not hesitate to contact Mary Scalzetti at 630.434.5559 or me at 630.434.5520 with any questions.

Sincerely,
THE VILLAGE OF DOWNERS GROVE

Jeff O'Brien, AICP
Planning Manager
Community Development Department

C. Mary Scalzetti, Emergency Management Coordinator
Dave Fieldman, Village Manager
Staff Review Team

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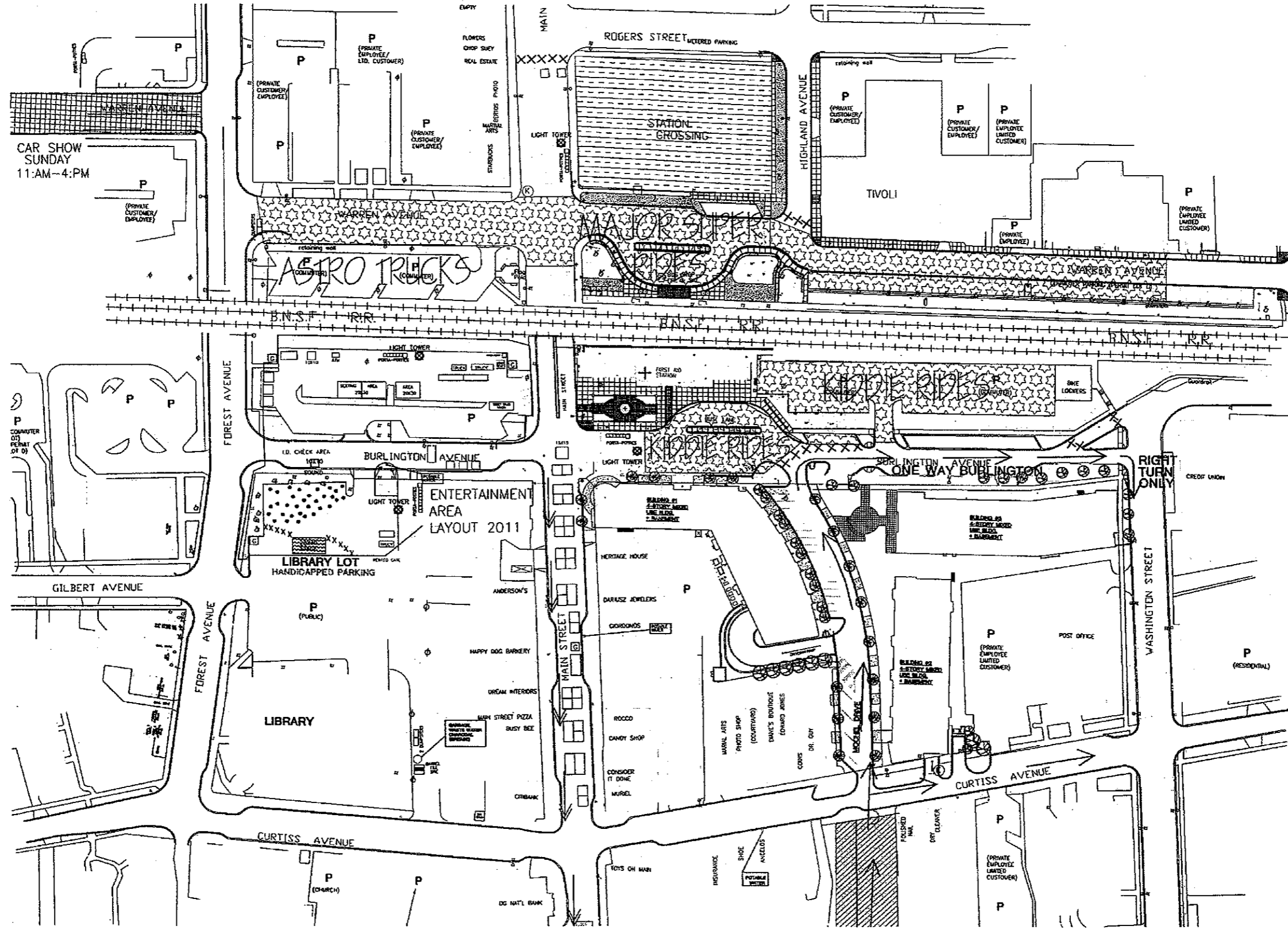
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2011 ROTARY GROVEFEST SITE PLAN



↑ NORTH