

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

NOTICE

PUBLIC AFFAIRS COMMITTEE

Monday, May 22, 2023
7:00 P.M. – Council Chambers

AGENDA

1. Call to Order, Roll Call, and Establishment of a Quorum
2.
 - A. Selection of Chairman and Vice Chairman
 - B. Selection of a Meeting Day and Time
3. Approval of Minutes
 - A. Public Affairs Committee of April 24, 2023
4. Public Participation / Presentations
5. Items for Consent
 - A. HWC 5k Special Event Permit Application
 - B. WC HS Homecoming Parade Special Event Permit Application
 - C. MID Funding Agreement
 - D. MID Special Event Permit Application
 - E. Frosty Fest Special Event Permit Application
6. Items for Discussion
7. Unfinished Business
8. New Business
9. Reports from Staff
 - A. West Chicago Police Department Monthly Report
10. Adjournment

MINUTES

PUBLIC AFFAIRS COMMITTEE

Monday April 24, 2023 7:00 P.M.

1. Call to Order, Roll Call, and Establishment of a Quorum.

Chairman Chassee called the meeting to order at 7:00pm. Roll Call found Alderman Brown, Hallett, Birch Ferguson, Swiatek and Short.

Alderman Jakabcsin was not in attendance.

2. Approval of Minutes.

A. Public Affairs Committee Minutes of January 23, 2023. Alderman Hallett made a motion, seconded by Alderman Swiatek to approve the revised minutes of the Public Affairs Committee meeting. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek and Short. Voting Nay: 0. Abstain: 0. Motion carried.

3. Public Participation / Presentations.

4. Items for Consent.

A. First Amendment to IGA for Ride DuPage – Alderman Birch Ferguson made a motion, seconded by Alderman Swiatek to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek and Short. Voting Nay: 0. Abstain: 0. Motion carried.

B. Railroad Days – Alderman Birch Ferguson made a motion, seconded by Alderman Swiatek to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek and Short. Voting Nay: 0. Abstain: 0. Motion carried.

5. Items for Discussion.

6. Unfinished Business.

7. New Business.

8. Reports from Staff.

- A. West Chicago Police Department Monthly Reports.
- B. City Museum FY2022 Year-End Report
- C. Gallery 200 FY2022

9. **Adjournment.** Alderman Hallett made a motion to adjourn, seconded by Alderman Birch Ferguson. The motion approved by voice vote, and the meeting adjourned at approximately 7:15pm.

Respectfully submitted,

Yahaira Bautista

Administrative Assistant to Chief of Police
West Chicago Police Department

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Healthy West Chicago Fun Run
Special Event Permit Application
Healthy West Chicago

AGENDA ITEM NUMBER: 5.A.**FILE NUMBER:** _____**COMMITTEE AGENDA DATE:** May 22, 2023**COUNCIL AGENDA DATE:** _____**STAFF REVIEW:** Tom Dabareiner**SIGNATURE**  _____**APPROVED BY CITY ADMINISTRATOR:**
Michael Guttman**SIGNATURE** _____**ITEM SUMMARY:**

Healthy West Chicago is seeking approval for a 5k Fun Run scheduled for Saturday, September 23, 2023 from 6:00 a.m. – 10:00 a.m. with an estimate of 300 attendees. The date has been moved to later in the year from previous years due to heat concerns in 2021 and 2022. All proceeds from this event will be used to support Healthy West Chicago programming and sustainability.

Set-up is scheduled to begin at 6:00 a.m. The race begins at 7:30 a.m. The event is expected to end at approximately 10:00 a.m.

Healthy West Chicago has requested use of the public walkway along Yale Street as well as National Street east of Yale Street for the race route.

The Special Event Permit Application has been reviewed and approved by staff from the Police, Public Works, and Community Development Departments as well as the Park District and Fire Protection District. The Special Event Permit Application is attached, which includes the course map.

ACTIONS PROPOSED:

Recommend event for approval as proposed, contingent upon submittal and approval of required insurance documentation.

COMMITTEE RECOMMENDATION:

City of West Chicago SPECIAL EVENT PERMIT APPLICATION



THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT

PERMIT NO. _____

Special Event Permit Application

The Special Event Application must be submitted to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets, or use of public parking lots and/or city personnel. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration. For any late submittals (applications submitted less than 90 days prior to the event), a \$50 late fee must be paid with the application. Further, the applicant runs the risk of their Special Event request being denied.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

- Submittal Checklist**
1. Completed and signed Special Event Application
 - Intent to Meet Insurance Requirements
 - Section 1 – General Information
 - Section 2 – Narrative
 - Section 3 – Permits
 - Section 4 – Site Plan and/or Route Map
 - Section 5 – Task List and Due Dates
 - Section 6 – Hold Harmless Agreement

 2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - Carnival Permit Application - \$50 per employee
 - Fireworks Permit Application – \$125 (Check made payable to the West Chicago Fire Protection District)
 - Building Permit Application (temporary tents – see min. requirements) - \$50
 - Raffle Registration Application – requires separate application
 - Temporary Liquor License Application – requires separate application
 - Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

FOR OFFICE USE ONLY

Received: 4/28/23

Fee Paid: \$ X

Receipt # X

Check # X

Event Acknowledgement Form returned by:

Police Dept. _____ Fire Dist. _____ PW _____ Park Dist. _____ CDD _____

- Background checks completed by Police Dept. Date X
- DuPage Co. Health Department notified Date X
- Certificate of Insurance received and approved Date _____

SECTION 1 – GENERAL INFORMATION

Name of Event: Healthy West Chicago 5K Fun Run with 1 Mile Youth Run

Type of Event:

Parade Walk/Run/Bike Carnivals Fireworks Festival

Other _____

Location of Event: Reed-Kepler Park, 129 W. National St, West Chicago

Date(s) of Event: 9.23.2023 Hours of Event: 6 am to 10am Est. Attendance: 300

Event Website: https://raceroster.com/events/2023/74652/healthy-west-chicago-5k-walkrun

Purpose of event: Community engagement

Name of Sponsoring Organization(s): Healthy West Chicago / People Made Visible Inc.

Organization's Legal Status (i.e. NFP, Partnership, Corporation): NFP

Contact person from sponsoring organization: Carly Smitherman

Organizer address: 132 Main Street

City/State/Zip: West Chicago, IL 60185

Phone: 630-230-6370

Cell Phone: [REDACTED] E-mail: carlys@healthywestchicago.org

Emergency contact information (provide mobile numbers for on-site coordinators during event):

1st Contact: Carly Smitherman Phone: 630-230-6370

2nd Contact: Sara Phalen Phone: [REDACTED]

Is this an annual event? Yes No If Yes, provide next year's event date: 9.21.2024

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

No problems or incidents last year. People were complaining of the weather, moving race to a later date this year

based off of post race survey.

What, if anything, are you doing to rectify the problem(s)?

NA

SECTION 2 – NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

Healthy West Chicago Sponsored Special Event
Healthy West Chicago Fun Run
Special Event Proposal Saturday September 23, 2023

Event Overview:

The Healthy West Chicago Fun Run with 1 Mile Youth Run will be sponsored by Healthy West Chicago, with the support of Race Time Inc. This event will take place on Saturday, September 23, 2023, at Reed-Keppler Park, West Chicago with the race beginning at 7:30 a.m. This event will attract participants from West Chicago and surrounding communities. The Fun Run will include features such as a race t-shirt and awards by gender/age groups.

The Healthy West Chicago's Program Administrator will coordinate the Fun Run activities with Race Time Inc., Healthy West Chicago Volunteer Committee, and West Chicago Park District.

General Information:

Main Contact

Carly Smitherman
Healthy West Chicago Program
Administrator Phone: (630) 230-6370
Email: carlys@healthywestchicago.org

Proposed Course

USATF course Run to Remember.
Proposed map of racecourse submitted with permit application.
Course length: 3.1 miles.

Registration & Fee Structure

5K Run/Walk Adult (18 and older): \$30.00
Resident 5K Run/Walk Adult: \$25.00
5K Run/Walk Student (17 and under) \$10.00
1 Mile Youth Run (10 and under) \$5.00
Resident Discount: West Chicago residents will be offered a \$5 discount.

All proceeds from the event will be used to continue with Healthy West Chicago programming and sustainability.

Main Event Schedule

- 6:00 AM Staff & Volunteer Set-up
- 6:30 AM Registration Opens
- 7:00 AM Registration Closes
- 7:30 AM 5K Walk/Run starts
- 8:30 AM (or when last 5K participant crosses finish line) 1 Mile Youth Run starts
- 9:20 AM Awards Announced/Distributed
- 9:40 AM Site Clean Up Begins
- 10:00 AM Site Clean Up Ends

Race Timing and 5k Course Organizer

Organizer: Race Time Finish Line Management & Timing

Company Website: <http://www.racetime.info>

Contact: Julie Pearson

Email: racetime21@hotmail.com

Race Day Safety Guidelines:

Please understand our goal is to provide a family friendly, fun event where everyone can "Come and Run or Walk Safely". All participants must sign a waiver and release to participate in the event. Participants whose actions do not meet the expectations listed in the waiver, and/or are creating a risk for themselves or others, will be asked to leave the event.

Awards Participants Receive

5K Run: Awards will be distributed to one overall male and one overall female winner. First, second, and third place medals will be distributed a male and female in each of the following categories/age groups: 10 & under, 11 - 14, 15 - 19, 20 - 29, 30 - 39, 40 - 49, 50- 59, 60 - 69, and 70 & older.

1 Mile Youth Run: All participants will receive a finisher ribbon.

5k Walk/Run Participants Receive

Short sleeved 5k t-shirt

Official Chip time

All Event Attendees Receive the Following

Water: water stations at Start/Finish and near mile markers 1 and 2 along the course.

First-aid tents will be located at Start/Finish and near mile marker 2 near the turnaround.

Music and announcer at Start/Finish

Cancellation

Event will only be canceled in extreme weather.

Healthy West Chicago and the West Chicago Park District will be in charge of making the call to cancel the event together.

The City will be called the morning of the race to be notified.

Website & Registration Structure

Participants will register using Race Time Inc.'s online platform.

Participants can also register by submitting a completed "Healthy West Chicago Fun Registration Form" to Race Time Inc. with cash or check payment.

Electronic signature of liability "Waiver & Release" will be required. A volunteer sign-up option will also be available.



Road Running Technical Council
USA Track & Field
Measurement Certificate



Name of the course Run to Remember Distance 5 km

Location (state) Illinois (city) West Chicago

Type of course: road race calibration track Configuration: Out and Back

Type of surface: paved 23 % dirt % gravel 77 % grass % track %

Elevation (meters above sea level) Start 234 Finish 234 Highest 240 Lowest 228

Straight line distance between start & finish Same Point Drop 0 m/km Separation 0 %

Measured by (name, address, phone & e-mail) Winston Rasmussen
[Redacted]

Race contact (name, address, phone & e-mail) Robbi Peterson, West Chicago Police Dept, 325 Spencer
West Chicago, IL 60185 (630) - RPeterson@West Chicago.org

Measuring Methods: bicycle steel tape electronic distance meter

Number of measurements of entire course: 2 Date(s) when course measured: April 14, 2015

Race date: April 19, 2015 Course certification effective date: April 15, 2015

Certification code: IL15011WR

Notice to Race Director: Use this Certification Code in *all* public announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If *any* changes are made to the course, this certification becomes void, and the course must then be recertified.

Verification of Course — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a verification remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 in the year **2025**

AS NATIONALLY CERTIFIED BY:

[Redacted Signature] Date: April 15, 2015
Winston C Rasmussen – USATF/RRTC Certifier
3s441 2nd Street, Warrenville, IL 60555 (630)393-4952 W.Rasmussen@comcast.net



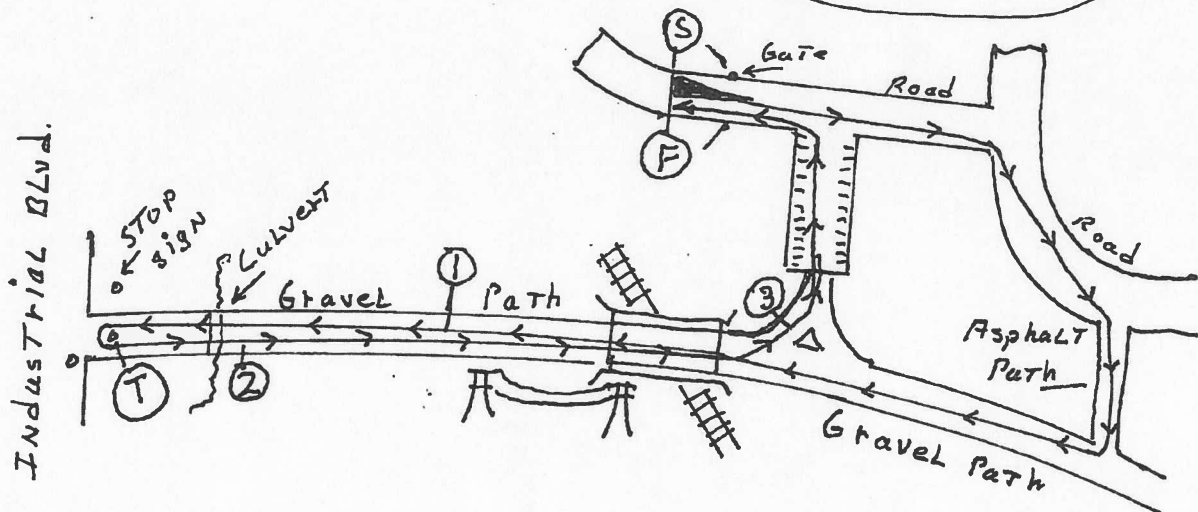
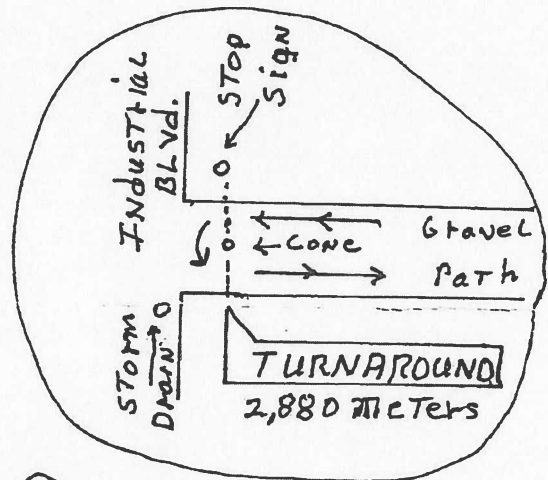
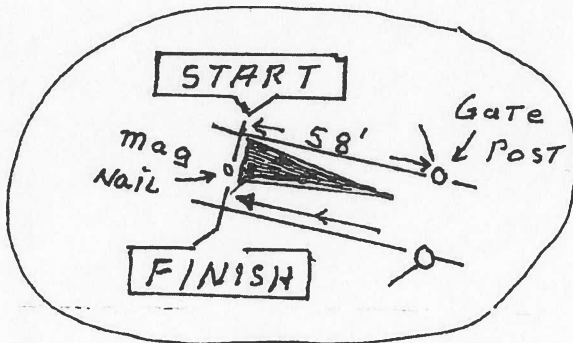
Run to Remember
 5 kilometers
 West Chicago, Illinois
 USATF Certification # IL15011WR
 Effective April 15, 2015 – Dec 31, 2025

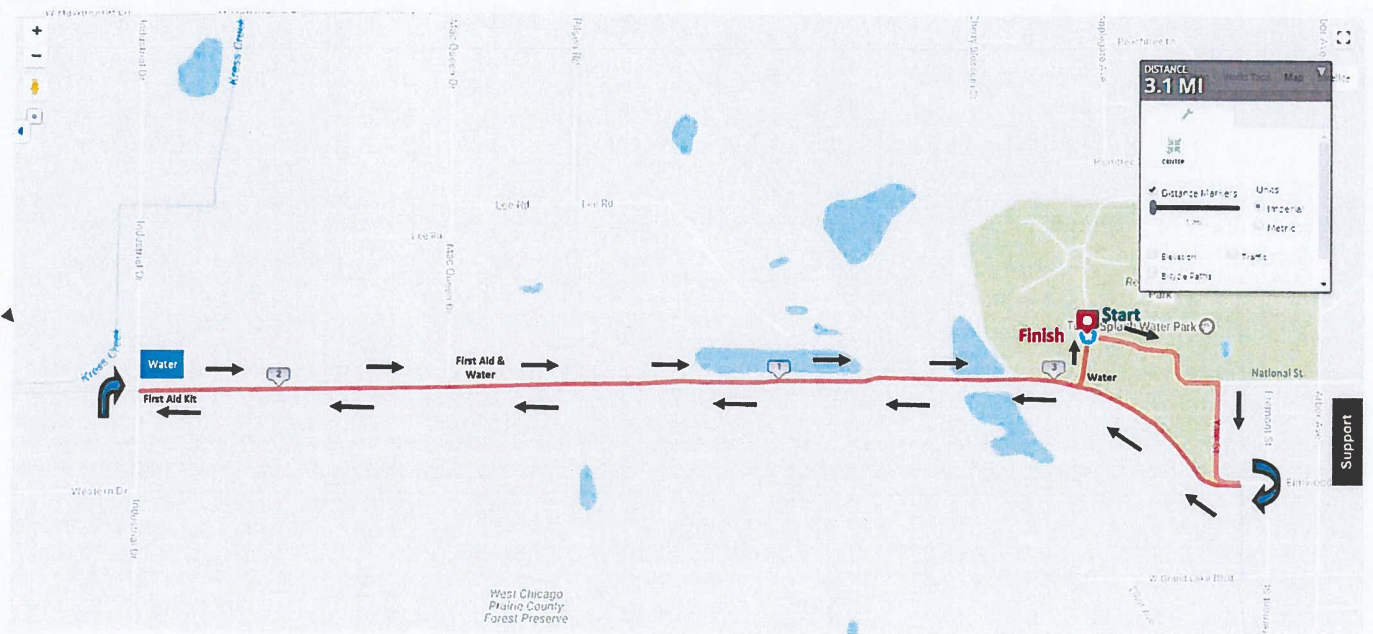


NORTH

Map Not to Scale

- START:** Mag nail, center of road, 58' W of edge of gate post on N side of road (See detail)
 - 1 MILE:** North edge of gravel path, 147' W of 2nd electrical tower W of RR tracks
 - Turnaround:** Center of path, even with stop sign (21'6" E of center of round storm drain on Industrial Drive)
 - 2 MILE:** South edge of gravel path, 23'6" E of center of culvert
 - 3 MILE:** West edge of gravel path, 44'6" S of S end of parking lot
 - Finish:** Same as the start
- Measured by Winston Rasmussen April 14, 2015 (w.rasmussen@comcast.net)





Water: water stations at Start/Finish, and at the turnaround, near mile marker 2, and mile marker 3 along the course.
 First-aid tents will be located at Start/Finish, between mile marker 1 and 2 (off MacQueen Dr) and a first aid kit will be at the turn around.



EMCEE-Electrical outlet required for mic and speaker set up.

PP- Porta potty

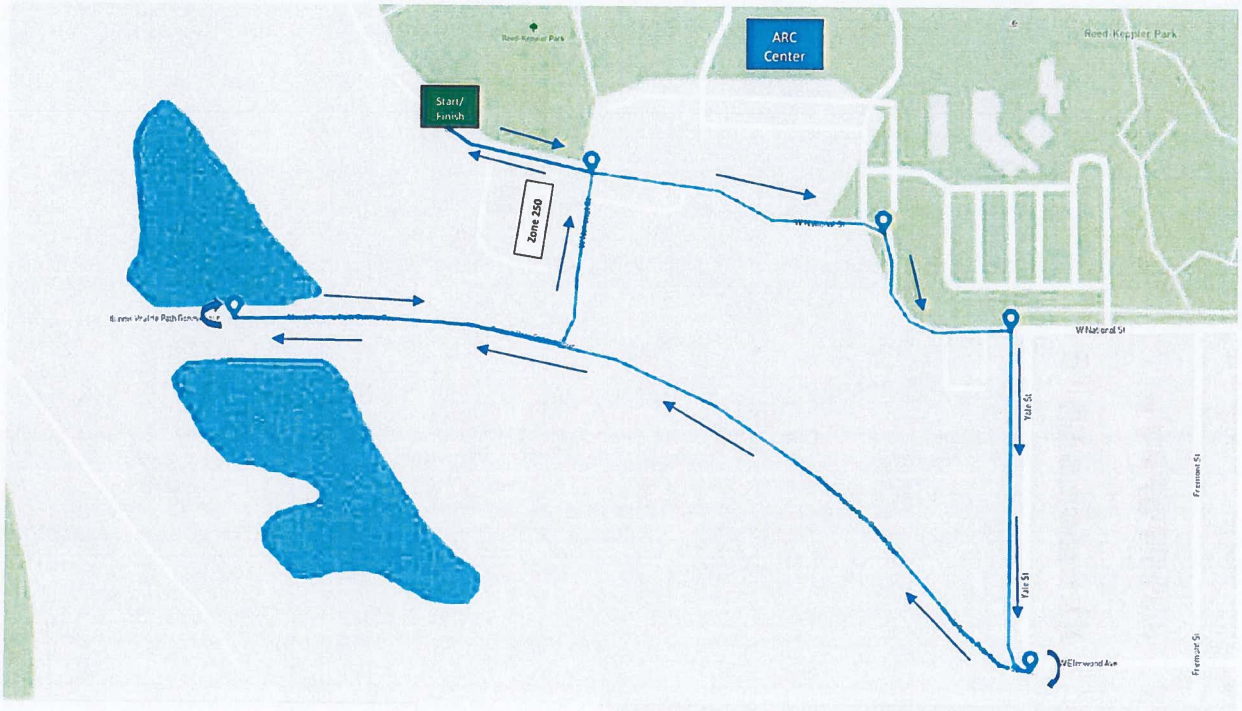
Skate Park-Parking for volunteers and staff

Request for closure of Wiggly Field from 6AM-10AM due to runner foot traffic along road to Wiggly Field.

Request for Park District to close ARC Center Parking lot entrance briefly for beginning of race when walkers/runners are passing by.

Event organizer will ensure cones/barricades are set up in time for 7:30AM race start and then removed as soon as the last participant passes the entrance (ETA 7:45-50AM)

Youth 1 Mile Run Course



SECTION 3 – PERMITS

Will your event include a carnival? Yes No

*If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event. Please visit www.westchicago.org under Forms for an application.*

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? Yes No

*If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms for an application.*

Will your event include a fireworks display? Yes No

*If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms for an application.*

Are you holding a raffle at your event? Yes No

*If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be applying for a Temporary Liquor License? Yes No

*If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be serving food at your event? Yes No

*If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.*

Are you requesting services from these departments? No

Police Fire District / Paramedics Public Works

Specify services: None

Will you be utilizing any of the following services? No

Water Electric/Generator Other _____

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

- | | |
|--------------------------------------|---|
| Location of garbage receptacles (G) | Location and number of barricades (B) |
| Location of toilets (T) | Location of fire lane (FL) |
| Location of hand washing sinks (HWS) | Location of fire extinguishers (FE) |
| Location of retail vendors (RV) | Public entrances and exits (PE) |
| Location of food vendors (FV) | Location of "No Firearms" signage (NF) |
| Location of first aid (FA) | Location of sound stages and amplified sound (S) |
| | Location of residential streets surrounding event |

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

Yes No If yes, please indicate the property that you are requesting to use.

Reed-Kepler Park and associated parking lots as permitted by Park District.

Turtle Splash parking lot will be use for participant parking. Rolling closure at Yale St. and National St.

Would you like to request the closing of City streets? Yes No

If yes, please fill in the following information or submit a route map along with this application:

Street	From	To	Dates	Times
<u>Park District</u>	<u>Wiggly Field and Zone</u>	<u>250 parking lots</u>	<u>9.23.2023</u>	<u>6:00-10:00 am</u>
<u>Yale St.</u>	<u>Use of public walkway along</u>	<u>Yale St. (5K)</u>	<u>9.23.2023</u>	<u>7:30- 7:40 am</u>
<u>National St.</u>	<u>National St. east of Yale St. for race route. (5K)</u>		<u>9.23.2023</u>	<u>7:30- 7:40 am</u>
<u>Yale St.</u>	<u>Use of public walkway along</u>	<u>Yale St. (1 Mile)</u>	<u>9.23.2023</u>	<u>8:30-8:50 am</u>
<u>National St.</u>	<u>National St. east of Yale St. for race route. (1 Mile)</u>		<u>9.23.2023</u>	<u>8:30-8:50 am</u>
_____	_____	_____	_____	_____

SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Note: This section must be completed by event organizer prior to notary signature.

Date of Special Event: 9.23.2023

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	June 26, 2023
Submit Carnival Permit Application	90 days	NA
Submit Fireworks Permit Application	30 days	NA
Submit Temporary Liquor License Application	30 days	NA
Submit Building (Temporary Tent) Permit Application	30 days	NA
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	NA
Submit Original Certificate of Insurance*	21 days*	September 4, 2023
Submit Raffle Registration Application	14 days	NA
Notify residents/businesses of special event	14 days	September 11, 2023
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event

***If this requirement is not met, the proposed event may be cancelled.**

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the Healthy West Chicago (HWC) (name of organization) and its Members, employees, volunteers or guests, being allow to participate in HWC 5K Fun Run, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to Healthy West Chicago (name of organization) participation in the Activity.

To the fullest extent permitted by law, the Healthy West Chicago (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of Healthy West Chicago (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The Healthy West Chicago (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the Healthy West Chicago (name of organization) at its own expense, satisfy and discharge the same.


The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the Healthy West Chicago (name of organization).

Agreed this 28 day of April, 2023

Healthy West Chicago
Name of Organization

Carly Smitherman
Print Name of Authorized Person


Signature of Authorized Person

Program Administrator
Title

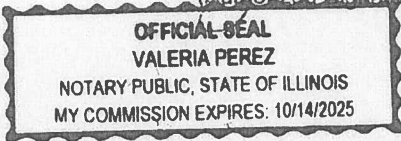
The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*

Signatory agrees to abide by all requirements of the Special Events Policy, including compliance with the State of Illinois Firearm Concealed Carry Act.

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

Healthy West Chicago (Name of Organization) Carly Smitherman (Print Name of Signatory) 4/28/23 (Date)

By _____ (Authorized Signatory)



(Notary Public)

Signed and sworn to before me this 28th day of April, 2023.

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

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

Deliver all completed items to:
City of West Chicago
Attn: Community Development – Special Events
475 Main Street
West Chicago, IL 60185

FOR OFFICE USE ONLY

Based on the information which has been submitted and contingent upon approval of any necessary inspections the day of the event, the request for a permit has been:

Approved Permit No. _____

Denied

Remarks:

Authorized Signature

Title Date

<input type="checkbox"/> Denied
Remarks:

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE
AGENDA ITEM SUMMARY

ITEM TITLE:

Homecoming Parade
West Chicago Community High School
District 94

AGENDA ITEM NUMBER: 5.B.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: April 24, 2023

COUNCIL AGENDA DATE: _____

STAFF REVIEW: Tom Dabareiner

SIGNATURE  _____

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

West Chicago Community High School District 94 is seeking approval for their annual Homecoming Parade scheduled for Friday, September 29, 2023 from 12:45 p.m. – 2:00 p.m. with an estimate of 2,000 attendees.

The event organizer has requested the use of City streets for the parade, and the support of the Police & Fire District to accommodate and accompany floats, vehicles, and parade walkers.

The Special Event Permit Application, which includes the requests of the City, has been reviewed and approved by staff from the Police, Public Works, and Community Development Departments as well as the West Chicago Fire Protection District. The Special Event Permit Application is attached, which includes the current proposed parade route.

ACTIONS PROPOSED:

Recommend event for approval. Approval is also contingent upon submittal and approval of required insurance documentation.

COMMITTEE RECOMMENDATION:

City of West Chicago SPECIAL EVENT PERMIT APPLICATION



THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT

PERMIT NO. _____

Special Event Permit Application

The Special Event Application is due to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets or use of public parking lots. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

Submittal Checklist

1. Completed and signed Special Event Application
 - Intent to Meet Insurance Requirements
 - Section 1 – General Information
 - Section 2 – Narrative
 - Section 3 – Permits
 - Section 4 – Site Plan and/or Route Map
 - Section 5 – Task List and Due Dates
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2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - Carnival Permit Application - \$50 per employee
 - Fireworks Permit Application – \$125 (Check made payable to the West Chicago Fire Protection District)
 - Building Permit Application (temporary tents – see min. requirements) - \$50
 - Raffle Registration Application – requires separate application
 - Temporary Liquor License Application – requires separate application
 - Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

FOR OFFICE USE ONLY

Received: 3/8/23 Fee Paid: \$ —

Receipt # — Check # —

Event Acknowledgement Form returned by:

Police Dept. Fire Dist. PW Park Dist.

Background checks completed by Police Dept. Date —

DuPage Co. Health Department notified Date —

Certificate of Insurance received and approved Date —

***** INTENT TO MEET INSURANCE REQUIREMENTS *****

Must be returned prior to application review by City staff

Prior to the issuance of a Special Event Permit, all organizations must present a certificate of insurance meeting the criteria listed below:

1. Required limits per IRMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.

2. *****PLEASE NOTE:** Under the box labeled "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions", the following language must appear:

"The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of (company involved) for (event) (date, times (if applicable), location) No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to (event)".


3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name "The City of West Chicago, its officials, agents, employees, and volunteers" as primary and non-contributory.

4. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.

5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to specialevents@westchicago.org or fax (630-293-1257) to be considered an original document.

I, Marc Wolfe, representing WCCHS/DISTRICT 94
(print name of authorized person) (organization)

have contacted the appropriate insurance provider and acknowledge that the above insurance criteria can be met. I understand that the Special Event Permit Application will not be reviewed until this document has been signed and returned to the City of West Chicago.



(signature)

West Chicago H.S. Homecoming Parade
(name of event)

3/6/23
(date)

9/29/23
(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: West Chicago Community High School Homecoming Parade

Type of Event:

Parade Walk/Run/Bike Carnivals Fireworks Festival

Other _____

Location of Event: Start WCHS → Around Lemay MS → Back to WCHS

Date(s) of Event: 9/29/23 Hours of Event: 12:45 pm to 2:00 pm Est. Attendance: 2,000

Event Website: www.d94.org

Purpose of event: Homecoming Celebration

Name of Sponsoring Organization(s): Community High School District 94

Organization's Legal Status (i.e. NFP, Partnership, Corporation): School District

Contact person from sponsoring organization: Marc Wolfe

Organizer address: 326 Joliet Street

City/State/Zip: West Chicago, IL 60185 Phone: 630-876-6340

Cell Phone: [REDACTED] E-mail: mwolfe@d94.org

Emergency contact information (provide mobile numbers for on-site coordinators during event):

1st Contact: Marc Wolfe Phone: [REDACTED]

2nd Contact: Veronica Jimenez Winton Phone: [REDACTED]

Is this an annual event? Yes No If Yes, provide next year's event date: TBD

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

NONE

What, if anything, are you doing to rectify the problem(s)?

N/A

SECTION 2 – NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

See addendum
next page

**Narrative for Special Event Permit
City of West Chicago
March 6, 2023**

Community High School – District 94 respectfully requests the permission of the City of West Chicago to hold its annual Homecoming Parade on Friday, September 29, 2023. The Homecoming Parade is the culmination of a number of competitions and activities hosted during the Homecoming week by various teams, clubs, and classes. All activities, teams, and student council “classes” are encouraged to build floats and participant in this Homecoming tradition.

The parade begins at the H entrance of the high school (South East corner: Joliet St. and Ann St.) and proceeds through the streets of West Chicago (see attached map) making a loop around Lemay Middle School, passing two elementary schools, and finally arriving back at the High School. In this way, the teams and clubs can share their “Wildcat Spirit” with the children who will one day be part of the High School student body.

In years past, the police and fire departments have led this parade with their vehicles. We are requesting that they do the same this year.

Thank you for your consideration,



Marc Wolfe
Director of Student Activities

**Narrative for Special Event Permit
City of West Chicago
March 6, 2023
Addendum—May 4, 2023**

Community High School – District 94 respectfully requests the permission of the City of West Chicago to hold its annual Homecoming Parade on Friday, September 29, 2023. The Homecoming Parade is the culmination of a number of competitions and activities hosted during the Homecoming week by various teams, clubs, and classes. All activities, teams, and student council “classes” are encouraged to build floats and participant in this Homecoming tradition.

The parade begins at the H entrance of the high school (South East corner: Joliet St. and Ann St.) and proceeds through the streets of West Chicago (see attached map). **To comply with WCPD requests, we will turn left on East Hazel Street, pass Leman Middle School; and then turn left on Bishop Street, then turn left on Brown Street, then turn right on Joliet Street returning to WCCHS.**

In years past, the police and fire departments have led this parade with their vehicles. We are requesting that they do the same this year.

Thank you for your consideration,


Marc Wolfe *U*
Director of Student Activities

SECTION 3 – PERMITS

Will your event include a carnival? Yes No

If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? Yes No

If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 131 for an application.

Will your event include a fireworks display? Yes No

If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.

Are you holding a raffle at your event? Yes No

If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.

Will you be applying for a Temporary Liquor License? Yes No

If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.

Will you be serving food at your event? Yes No

If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.

Are you requesting services from these departments?

Police Fire District / Paramedics Public Works

Specify services: We are requesting WCPD + WCFD send personnel and vehicles to accommodate and accompany floats, vehicles, and parade walkers.

Will you be utilizing any of the following services?

Water Electric/Generator Other N/A

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

Location of garbage receptacles (G)	Location and number of barricades (B)
Location of toilets (T)	Location of fire lane (FL)
Location of hand washing sinks (HWS)	Location of fire extinguishers (FE)
Location of retail vendors (RV)	Public entrances and exits (PE)
Location of food vendors (FV)	Location of "No Firearms" signage (NF)
Location of first aid (FA)	Location of sound stages and amplified sound (S)
	Location of residential streets surrounding event

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

Yes No If yes, please indicate the property that you are requesting to use.

See attached map

Would you like to request the closing of City streets?

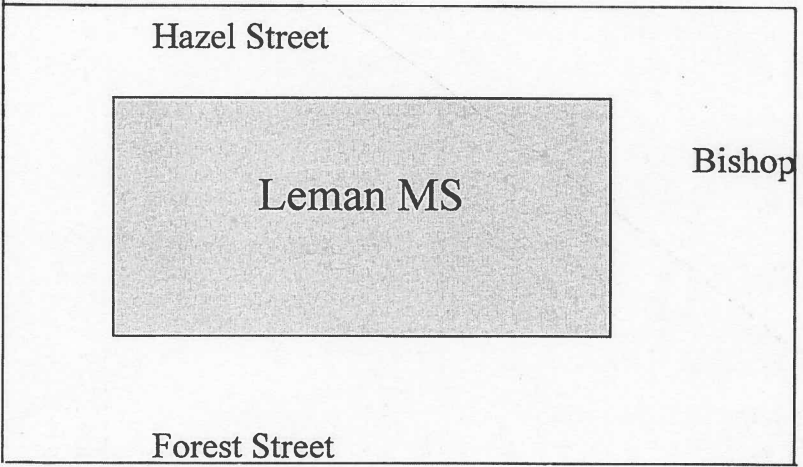
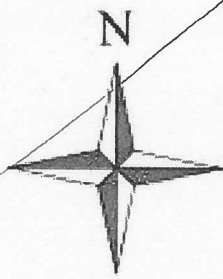
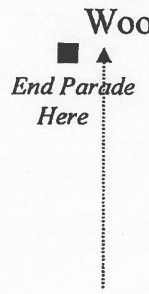
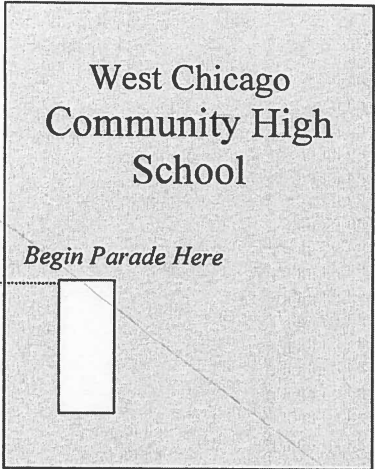
Yes No *Map attached*

If yes, please fill in the following information or submit a route map along with this application:

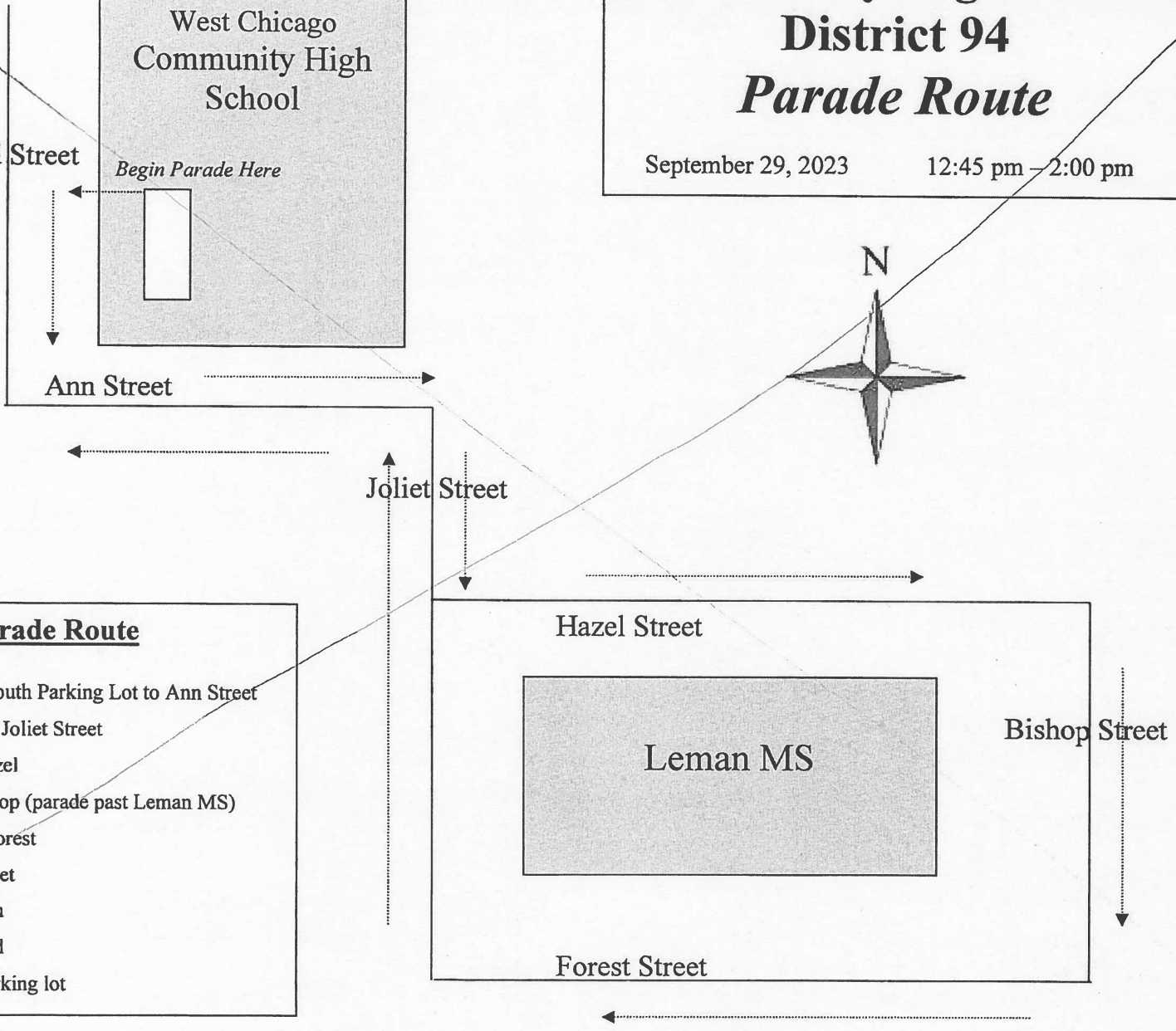
Street	From	To	Dates	Times
			<i>9/29/23</i>	<i>12:45 pm - 2:50 pm</i>

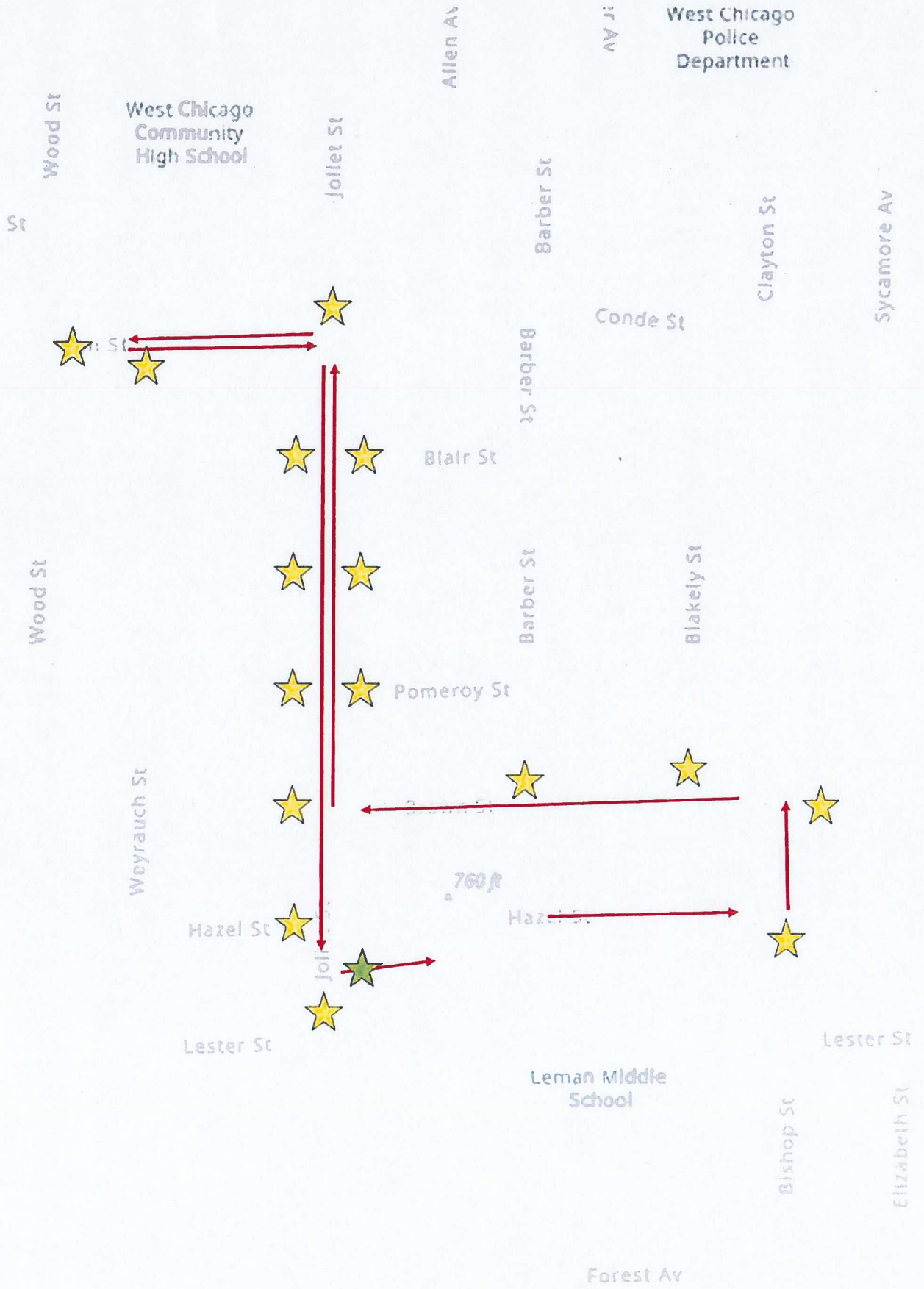
Community High School District 94 *Parade Route*

September 29, 2023 12:45 pm – 2:00 pm



- Parade Route**
1. Leave WCCHS South Parking Lot to Ann Street
 2. Ann Street east to Joliet Street
 3. Joliet south to Hazel
 4. Hazel east to Bishop (parade past Lemman MS)
 5. Bishop south to Forest
 6. Forest west to Joliet
 7. Joliet north to Ann
 8. Ann west to Wood
 9. Wood north to parking lot





SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Note: This section must be completed by event organizer prior to notary signature.

Date of Special Event: _____

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	6/29/23
Submit Carnival Permit Application	90 days	N/A
Submit Fireworks Permit Application	30 days	N/A
Submit Temporary Liquor License Application	30 days	N/A
Submit Building (Temporary Tent) Permit Application	30 days	N/A
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	N/A
Submit Original Certificate of Insurance*	21 days*	9/8/23
Submit Raffle Registration Application	14 days	N/A
Notify residents/businesses of special event	14 days	9/15/23
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event

***If this requirement is not met, the proposed event may be cancelled.**

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the WCCHS/District 94 (name of organization) and its Members, employees, volunteers or guests, being allow to participate in the 2023 HC Parade, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to WCCHS/District 94 (name of organization) participation in the Activity.

To the fullest extent permitted by law, the WCCHS/District 94 (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of WCCHS/District 94 (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The WCCHS/District 94 (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the WCCHS/District 94 (name of organization) at its own expense, satisfy and discharge the same.


The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the WCCHS/District 94 (name of organization).

Agreed this 6th day of March, 2023

WCCHS/District 94
Name of Organization

Daniel Obens
Print Name of Authorized Person


Signature of Authorized Person

Director of Business
Title

The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*

Signatory agrees to abide by all requirements of the Special Events Policy, including compliance with the State of Illinois Firearm Concealed Carry Act.

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

WCCHS District 94 Marc Wolfe 3/6/23
(Name of Organization) (Print Name of Signatory) (Date)

By [Redacted]
(Authorized Signatory)



[Redacted]
(Notary Public)

Signed and sworn to before me this 6 day of March, 2023.

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

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

Deliver all completed items to:
City of West Chicago
Attn: Community Development – Special Events
475 Main Street
West Chicago, IL 60185

FOR OFFICE USE ONLY

Based on the information which has been submitted and contingent upon approval of any necessary inspections the day of the event, the request for a permit has been:

Approved Permit No. _____

Denied
Remarks:

Authorized Signature

Title Date

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Resolution No. 23-R-0048
Funding Agreement
Mexican Independence Day Festival
Mexican Cultural Center DuPage

AGENDA ITEM NUMBER: 5.C.**FILE NUMBER:** _____**COMMITTEE AGENDA DATE:** May 22, 2023**COUNCIL AGENDA DATE:** _____**STAFF REVIEW:** Tom Dabareiner**SIGNATURE**  _____**APPROVED BY CITY ADMINISTRATOR:**
Michael Guttman**SIGNATURE** _____**ITEM SUMMARY:**

The Mexican Cultural Center (MCC) and City Staff seek approval of the attached 2023 Funding Agreement for the Mexican Independence Day Festival (MID) which is proposed to take place September 16-17, 2023. As outlined in the Agreement, the MCC is responsible for all aspects of planning, organizing and managing the event while the City provides financial support as well as in-kind services.

The City will provide the financial support of \$12,000 to be paid in installments, in order to help cover the cost of Festival activities and the MCC's role in producing the Festival for community-wide benefit. Funds will be released so long as the submittal requirements have been met. The City will also equally match the amount of cash donations the MCC raises in excess of \$2,000, with the City's matched contribution not to exceed \$8,000. The City's maximum total contribution to the MCC shall not exceed \$20,000.

ACTIONS PROPOSED:

Staff recommends approval of the Resolution No. 23-R-0048 as proposed.

COMMITTEE RECOMMENDATION:

Exhibit A
Funding Agreement for Mexican Independence
Day Festival

This funding agreement (hereinafter referred to as "Agreement") is made and entered into on the 5 day of June 2023 by and between the Mexican Cultural Center (hereinafter referred to as "MCC") and the City of West Chicago, (hereinafter referred to as "City").

1. In consideration of the covenants and agreements hereinafter contained, as well as other good and valuable considerations, the MCC and the City hereby agree that the MCC is an independent entity with respect to the City and agrees to perform all services to create, plan, develop and execute the Mexican Independence Day Festival on September 16-17, 2023, (hereinafter referred to as "Festival") and that the City will provide a designated amount of financial support for such Festival. The MCC has no authority or power to incur debts, obligations or commitments of any kind whatsoever for or on behalf of the City or to bind the City to any contract, agreement or employment agreement.
2. The MCC will be responsible for producing the Festival within the Downtown Tax Increment Financing (TIF) District. This will include, but is not limited to, accomplishing the following tasks and purveyance of services:
 - A. The MCC will serve as the lead event planner and execute the following duties:
 1. Plan, organize and supervise the Festival, making arrangements for the Festival site, negotiate contracts with responsible independent contractors or vendors, apply for all permits and licenses, comply with all insurance requirements as defined in the Special Event Permit Application, and coordinate with City officials.
 2. Comply with the City's Municipal Code, ordinances, and Special Events Policy in effect at the time this Agreement becomes fully executed, including the posting of signs in conformance with the City's regulations regarding concealed carry at special events. Should a higher level of government mandate any new laws that the City is required to enforce and should the City Council approve a new law that does not specifically deal with festivals but rather improves and addresses the health, safety and welfare of West Chicago residents and its visitors, then the MCC shall be obligated to comply.
 3. Solicit volunteers and vendors as needed.
 4. Undertake additional fundraising efforts.
 5. Ensure at least one supervisor attends and supervises the

- entire Festival.
6. Pay all contractual obligations associated with the Festival and obtain all required licenses and deposits.
 7. Ensure that the Festival does not open to the public until: all inspections are completed and signed off on; all applicable permits are obtained; all approvals are granted; all insurance requirements are satisfied; and, all posting of signs is fulfilled.
 8. Ensure that the Festival area is maintained in a clean and sanitary condition during the Festival, and that proper cleanup is completed after the Festival in order to return City property to its original condition. This shall include, but is not limited to, prompt removal of animal waste from festival grounds or the parade route by MCC staff or hired contractor.
 9. The Special Event Permit Application must include, but not limited to: a written request for city services, food and general vendor applications, parade applications, schedule of events, and an event map. The food and vendor applications must include hold harmless agreement to be signed by vendors, deadline dates for registration, no alcohol permitted information, certificate of insurance needs, and health department information for food vendors.
 10. If there is a parade, Staff must receive a final list of parade participants, in the order they will be walking, no later than one week prior to event date. The parade application must include rules, including but not limited to, no alcohol, registration deadline date, time of step off, assembly time and location, parade route length, waiver and hold harmless agreement for participants. The parade route must be agreed upon with City Staff prior to submittal of Special Event Permit Application.
 11. City Staff to receive final festival layout by final coordination meeting, including, but not limited to, vendor locations, entertainment locations, restroom facilities, arrival instructions that vendors received, etc.
- B. The MCC shall promote the Festival through various media channels. Promotional efforts for each media source shall be detailed in the post-event report to include the name of each media source, copy of the advertisement, length of promotion, and a summary of reach, if available. The MCC shall also promote the Festival through its organizational website and social media platforms. The MCC must post the vendor applications, parade applications and schedule of events. Staff is to receive a copy of the vendor application and parade application in the Special Event Permit Application.
 - C. The MCC shall recognize the City in any and all marketing, promotional and social media materials as a primary contributor and sponsor of the Festival.
 - D. There shall be no entrance fee for the Festival. There will neither be

a carnival nor fireworks at the Festival. Alcohol shall neither be served nor permitted at the Festival.

- E. The MCC shall offer to all businesses in the Downtown TIF District an opportunity to be vendors of or participants in the Festival. Such businesses shall be given priority over businesses not within the Downtown TIF District. At the MCC's request, the City will provide the MCC with a current list of businesses registered within the Downtown TIF District. Not less than 14 days prior to the Festival, the MCC will provide the Special Events Coordinator with a copy of the written communication(s) used to invite downtown businesses to participate in the Festival, along with a list of those confirmed. This list shall include a brief description of each business's manner of participation. This list will be included as an addendum to the Special Event Permit Application and with the MCC's final written report.
 - F. The MCC shall provide adequate safety and security throughout the Festival duration. As such, the MCC shall ensure that all horses at the Festival, whether they are part of the parade or other activities, shall be separated from the general public by means of barricades or a distance of at least 10 feet. Additionally, MCC will contract to have onsite overnight security between the days of September 16 and September 17, 2023. The MCC shall submit a copy of the security contract to the City's Special Events Coordinator not less than 14 days prior to the Festival. The contract shall outline the expectations of the hired security personnel in order to address how problematic situations such as theft, physical altercations, and/or trespassing will be handled. Name and contact information of security personnel shall also be provided.
 - G. A plan must be set for weather cancellations and/or pauses. This plan must be coordinated with City Staff.
3. The City's responsibilities are limited to the following:
- A. The City will provide financial support of \$12,000 to be paid in installments, in order to help cover the cost of Festival activities and the MCC's role in producing the Festival for community-wide benefit. Funds will be released so long as the submittal requirements have been met.
 - 1. The City agrees to pay the MCC (or its designee, as specified in writing) \$8,000 for contractual obligations directly related to the Festival by the end of the week following the July 17, 2023 City Council meeting.
 - 2. The City agrees to pay the MCC (or its designee, as specified in writing) \$3,500 for contractual obligations directly related to the Festival by the end of the week following the August 7, 2023 City Council meeting.
 - 3. The City agrees to pay the MCC (or its designee, as specified in writing) the final \$500 in consideration of all contractual requirements being met.

- B. The City will equally match the amount of cash donations the MCC raises in excess of \$2,000, with the City's matched contribution to not exceed \$8,000. The City's maximum total contribution to the MCC shall not exceed \$20,000.
 - 1. The MCC shall submit a copy of acknowledgment of cash donations received to support the Festival.
 - 2. The MCC shall be paid the equivalent of the submitted receipt totals, once the \$2,000 minimum has been received by the MCC and then verified by the City.
 - 3. The MCC will be paid no later than 30 days of the City receiving a complete and satisfactory submittal.
- C. The MCC shall provide the City copies of all invoices, receipts and checks to vendors for the expense receipts of not less than \$12,000 in addition to the total amount of cash contributions provided by the City match. A breakdown of the festival revenues, vendor fees, and sponsorships must be included in the final report. These items shall be submitted with the MCC's final written report, which shall include a summary financial report as outlined in Section 4.E. Copies of the final report must be provided to Staff no later than November 1, originals will not be accepted.
 - 1. The MCC shall seek pre-approval from the City Special Event Coordinator when making purchases outside of essential festival expenditures. The Special Event Coordinator shall have sole authority in determining whether a purchase meets the standard of an essential expenditure. This shall apply only to purchases above \$750.00, but serial purchases of the same item or service less than that shall also be subject to review.
- D. The MCC shall make its final appearance at the earliest available Public Affairs Committee meeting after the Festival, no later than the November 27, 2023 meeting, to present the final written report. The City can withhold final payment if a MCC representative is not present at the meeting. If for any reason the November 27, 2023 meeting is canceled, the MCC will appear at the following Public Affairs Committee meeting.
- E. Should any submittal deadline not be met and/or should the information submitted be deemed incomplete, the City will withhold payment until the submittal is satisfactory. The MCC will be paid within 30 days of the City receiving complete and satisfactory submittals.
- F. The City will provide the following in-kind services with approval of the City Administrator:
 - 1. Public Works Department employees will assist with Festival set-up, arrange for a dumpster from Groot Industries at no cost to MCC, ensure water hook-up, and provide Festival banner and 'papel picado' (perforated banner sign) installation along downtown light posts three weeks prior to the event.

2. Public Works Department employees shall provide barricades at the Festival entrances. The MCC may request additional barricades from the Public Works Department which will be provided if inventory is available and if Public Works can reasonably accommodate the request.
 3. Public Works staff will provide standard special event street cleanup assistance; not included is animal related waste or feed product disposal. The MCC is responsible for completing all other event-related cleanup before leaving the Festival site on September 17, 2023. If a cleanup project requires additional time and/or the hiring of an external contractor, the MCC must notify the Special Events Coordinator. The MCC must provide the Special Events Coordinator with details regarding the nature of the work to be done, the name and contact information of the person(s) scheduled to perform the work, and the expected timeline of completion. If the MCC is unable to complete the work in a manner deemed acceptable by City staff, the City will conduct the work and charge the MCC the applicable municipal rate.
 4. Police Department employees will provide staff and provide security during the hours of operation of the Festival. The City will not provide on-site overnight security.
 5. Community Development Department employees and/or City contractors will inspect the general layout of the site and conduct any other inspections deemed necessary once all Festival components are known. The site inspection shall take place at least one hour prior to the time the Festival is scheduled to open to the public. All event components requiring inspection shall be completely set up at the time of the scheduled inspection. At least one representative of the MCC shall be present during the entire inspection.
 6. Marketing and Communications Division staff will assist the MCC with the marketing of the Festival via the City's website, community calendar and newsletter; however, paid advertising will be the sole responsibility of the MCC. In order for City staff to provide marketing assistance, the MCC shall submit event-specific marketing materials to the City at least 60 days prior to the Festival. These materials may include, but are not limited to photos, graphics, logos, link to the event website, and links to social media event page(s). The MCC shall submit any new or additional marketing materials to the City no later than 30 days prior to the Festival. These materials may include, but are not limited to the entertainment schedule, tentative list of parade participants, tentative list of vendors, and programming updates. MCC will update the City as new parade participants and vendors are added on a weekly basis following the tentative list submission.
4. The MCC shall communicate progress and compliance with the terms of

this Agreement at the request of the City. The MCC shall comply with the following coordination and submittal deadlines and all other submittal dates as indicated on the Special Event Permit Application.

- A. May 26, 2023– Submit Special Event Permit Application and required supporting documentation.
 - B. June – Attend an Application review meeting to be scheduled by the City after the Special Event Permit Application has been submitted.
 - C. July, August, & September 2023 - The MCC is required to attend at least three coordination meetings to be held with City officials in preparation of the Festival. The meetings shall be scheduled by the City after the Special Event Permit Application has been submitted. The City reserves the right to cancel the Festival by the third coordination meeting if the Agreement terms have not been satisfied or have not been adequately addressed. All monies provided by the City to MCC prior to any cancellation shall be repaid in accordance with Section 12 of this Agreement.
 - D. September 1, 2023– Not less than 14 days prior to the Festival, the MCC shall provide written notice, via hand-delivery and/or U.S. Mail, to all residents, business tenants, and property owners in the Turner Junction Historic District where the Festival will take place and along the parade route. At the MCC's request, the City will provide the MCC with a current list of addresses located within these defined areas. The MCC shall provide a written affidavit to the City confirming delivery of these notices no later than seven days prior to the Festival.
 - E. November 1, 2023 – Submit final draft of the post-Festival report. The report shall include a recap of the Festival and detail the logistical successes and challenges of the event. It shall also include the accounting of expenses related to the Festival, totaling not less than \$12,000 plus the total amount of the City's matched contributions as described in Section 3.B. All associated expenses shall be accompanied by copies of invoices, receipts, and verification of payments made to vendors.
5. If either party elects to enforce the provisions of this contract in a court of law, the venue shall be in the Circuit Court of DuPage County. The successful party in any action to enforce the terms of this Agreement is entitled to reimbursement for its reasonable costs and attorney's fees.
 6. The MCC agrees to maintain general liability insurance in amounts not less than \$2,000,000 aggregate and shall name the City of West Chicago and its respective officials, agents, employees and volunteers all as additional insureds under the policy. The MCC's insurance coverage shall be primary as respects the City and its respective officials, agents, employees and volunteers. Any insurance or self- insurance maintained by the City and its respective officials, employees, agents and volunteers shall be excess of the MCC's insurance and shall not contribute with it. The MCC shall ensure that the City receives original certificates of

insurance and endorsements evidencing the existence of such coverage with its completed Special Event Permit Application, which shall be continued during any periods in which this Agreement is in force.

7. The MCC hereby agrees to indemnify and hold harmless the City and its directors, officers, agents and employees from and against any and all claims, demands, actions, causes of action and other liabilities and expenses, including but not limited to attorney's fees, arising out of or in connection with the Festival, including but not limited to any such claims that may be asserted by any employees and/or volunteers of the MCC, any contractor, vendor or other service provider for the Festival. This indemnification provision shall survive the term of this Agreement or any cancellation or abandonment of the terms and conditions contemplated herein.
8. The MCC is responsible for obtaining, verifying and retaining all vendor and participant Certificates of Insurance and waivers when applicable.
9. The MCC hereby agrees that any and all work conducted at the Festival site shall be performed in accordance with all applicable laws of the City to provide a safe working environment for the Festival workers, volunteers and general public. Any insurance or self-insurance maintained by the City and its respective officials, employees, agents and volunteers shall be excess of any vendor's insurance and shall not contribute with it. The MCC is responsible for ensuring that all insurance requirements are met, and all required documentation is provided to the City.
10. If necessary, the MCC hereby grants the City permission to communicate directly with its insurance company to ensure that the Certificate of Insurance and the endorsements comply with the terms of this Agreement, the Special Events Policy, and the City's Municipal Code.
11. Neither this Agreement nor any interest herein, or claim hereunder, shall be assigned or transferred by either the City or the MCC.
12. Should the MCC fail to comply with the terms of this Agreement, all monies provided and not accounted for in expenditures towards the planning of the Festival by the City shall be returned to it within 60 days of the written notice of the termination of this Agreement. The Festival may be canceled by mutual written agreement of both Parties as a result of extreme weather on any day of the Festival; in this instance, no repayment to the City is required.
13. If the Festival is canceled arising out of compliance with any law, ordinance, regulation, ruling, order or other governmental action or arising out of acts of God, fire, flood, war, acts of terrorism, pandemic, epidemic, sabotage, accidents, or any other similar circumstance, the City will notify the MCC and immediately discontinue payments to the MCC and the accounting procedure in Paragraph 12 shall apply.

CITY OF WEST CHICAGO

MEXICAN CULTURAL CENTER

By: _____
Name: Ruben Pineda
Title: Mayor

By: _____
Name: Fernando Ramirez
Title: President

Date: _____

Date: _____

Attest:

Attest:

By: _____
Name: Valeria Perez
Title: Executive Office Manager

By: _____
Name:
Title:

RESOLUTION NO. 23-R-0048

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A FUNDING AGREEMENT WITH THE MEXICAN CULTURAL CENTER TO SUPPORT THE 2023 MEXICAN INDEPENDENCE DAY EVENT

BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled that the Mayor is hereby authorized to execute a Funding Agreement to support the 2023 Mexican Independence Day Event between the City of West Chicago and the Mexican Cultural Center, in substantially the form attached hereto, and incorporated herein as Exhibit "A".

APPROVED this 5th day of June 2023.

AYES: _____
NAYES: _____
ABSTAIN: _____
ABSENT: _____

Mayor

ATTEST:

Executive Office Manager

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

**Mexican Independence Day Festival 2023
Mexican Cultural Center DuPage**

AGENDA ITEM NUMBER: 5.D.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: May 22, 2023

COUNCIL AGENDA DATE: _____

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

The Mexican Cultural Center (MCC) seeks approval of the attached 2023 Mexican Independence Day Festival (MID) which is proposed to take place September 16-17, 2023. Please note that the parade route has changed. The Special Event Permit Application, which includes the requests of the City, has been reviewed and approved, pending some corrections, by staff from the Police, Public Works, and Community Development Departments as well as the West Chicago Fire Protection District and Park District. The Special Event Permit Application is attached.

As outlined in the Agreement, the MCC is responsible for all aspects of planning, organizing and managing the event while the City provides financial support as well as in-kind services.

ACTIONS PROPOSED:

Staff recommends approval of the Festival as proposed, pending paperwork is corrected with proper times, etc.

COMMITTEE RECOMMENDATION:

City of West Chicago SPECIAL EVENT PERMIT APPLICATION



THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT

PERMIT NO. _____

Special Event Permit Application

The Special Event Application must be submitted to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets, or use of public parking lots and/or city personnel. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration. For any late submittals (applications submitted less than 90 days prior to the event), a \$50 late fee must be paid with the application. Further, the applicant runs the risk of their Special Event request being denied.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

- Submittal Checklist**
1. Completed and signed Special Event Application
 - Intent to Meet Insurance Requirements
 - Section 1 – General Information
 - Section 2 – Narrative
 - Section 3 – Permits
 - Section 4 – Site Plan and/or Route Map
 - Section 5 – Task List and Due Dates
 - Section 6 – Hold Harmless Agreement

 2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - Carnival Permit Application - \$50 per employee
 - Fireworks Permit Application – \$125 (Check made payable to the West Chicago Fire Protection District)
 - Building Permit Application (temporary tents – see min. requirements) - \$50
 - Raffle Registration Application – requires separate application
 - Temporary Liquor License Application – requires separate application
 - Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

FOR OFFICE USE ONLY

Received: 5/15/2023 Fee Paid: \$

Receipt # Check #

Event Acknowledgement Form returned by:
 Police Dept. _____ Fire Dist. _____ PW _____ Park Dist. _____ CDD _____

- Background checks completed by Police Dept. Date
- DuPage Co. Health Department notified Date
- Certificate of Insurance received and approved Date

***** INTENT TO MEET INSURANCE REQUIREMENTS *****
Must be returned prior to application review by City staff

Prior to the issuance of a Special Event Permit, all organizations must present a certificate of insurance meeting the criteria listed below:

1. Required limits per IRMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.

2. *****PLEASE NOTE:** Under the box labeled "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions", the following language must appear:

"The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of **(company involved)** for **(event)** **(date, times (if applicable), location)** No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to **(event)**".


3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name "**The City of West Chicago, its officials, agents, employees, and volunteers**" as primary and non -contributory.

4. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.

5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to specialevents@westchicago.org or fax (630-293-1257) to be considered an original document.

I, Fernando Ramirez, representing Mexican Cultural Center
(print name of authorized person) (organization)

have contacted the appropriate insurance provider and acknowledge that the above insurance criteria can be met. I understand that the Special Event Permit Application will not be reviewed until this document has been signed and returned to the City of West Chicago.



(signature)

May 04, 2023

(date)

Mexican Independence day Celebration

(name of event)

Sept. 16th and 17th

(date of event)

SECTION 1 - GENERAL INFORMATION

Name of Event: Mexican Independence day Celebration

Type of Event:

Parade Walk/Run/Bike Carnivals Fireworks Festival

Other _____

Location of Event: Downtown West Chicago

Date(s) of Event: Sept. 16th and 17th Hours of Event: 1 to 10 Est. Attendance: 2000

Event Website: MCCdupage.org

Purpose of event: Celebrate Mexican Heritage

Name of Sponsoring Organization(s): Mexican Cultural Center

Organization's Legal Status (i.e. NFP, Partnership, Corporation): Not for profit / 501c3

Contact person from sponsoring organization: Fernando Ramirez

Organizer address: 103 W Washignton St.

City/State/Zip: West Chicago Il 60185 Phone: [REDACTED]

Cell Phone: [REDACTED] E-mail: [REDACTED]

Emergency contact information (provide mobile numbers for on-site coordinators during event):

1st Contact: Fernando Ramirez Phone: [REDACTED]

2nd Contact: Sara Phalen Phone: [REDACTED]

Is this an annual event? Yes No If Yes, provide next year's event date: Sept 17th

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

What, if anything, are you doing to rectify the problem(s)?

SECTION 2 - NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

SECTION 1 – GENERAL INFORMATION

Name of Event: Mexican Independence day Celebration

Type of Event:

Parade Walk/Run/Bike Carnivals Fireworks Festival

Other _____

Location of Event: Downtown West Chicago

Date(s) of Event: Sept. 16th and 17th Hours of Event: 1 to 10 Est. Attendance: 2000

Event Website: MCCdupage.org

Purpose of event: Celebrate Mexican Heritage

Name of Sponsoring Organization(s): Mexican Cultural Center

Organization's Legal Status (i.e. NFP, Partnership, Corporation): Not for profit / 501c3

Contact person from sponsoring organization: Fernando Ramirez

Organizer address: 103 W Washignton St.

City/State/Zip: West Chicago Il 60185 Phone: 6630.666.2507

Cell Phone: 6630.666.2507 E-mail: doxgor1984@gmail.com

Emergency contact information (*provide mobile numbers for on-site coordinators during event*):

1st Contact: Fernando Ramirez Phone: 630.666.2507

2nd Contact: Sara Phalen Phone: 815.751.0551

Is this an annual event? Yes No If Yes, provide next year's event date: Sept 17th

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

What, if anything, are you doing to rectify the problem(s)?

SECTION 2 – NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.



May 4th, 2023

Re: Viva Mexico Independence Day Festival

The Mexican Independence Day Celebration is an event run by the Mexican Cultural Center of DuPage and funded by the City of West Chicago. The event would be scheduled for Saturday September 16th and Sunday the 17th, 2023 (attached schedule)

The two day event is celebrating Mexican Independence Day and Mexican Culture Awareness for the month of September in West Chicago. It will consist of a weekend of traditional and regional Mexican food, Cultural music and dance. Childrens project/games with participants in the ages of 9-12 and a crowd gathering 13 foot burro piñata filled with candy and toys.

Regards,

Fernando Ramirez
President, Mexican Cultural Center DuPage

SECTION 3 – PERMITS

Will your event include a carnival? Yes No

*If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.*

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? Yes No

*If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 131 for an application.*

Will your event include a fireworks display? Yes No

*If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.*

Are you holding a raffle at your event? Yes No

*If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be applying for a Temporary Liquor License? Yes No

*If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be serving food at your event? Yes No

*If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.*

Are you requesting services from these departments?

Police Fire District / Paramedics Public Works

Specify services: _____

Will you be utilizing any of the following services?

Water Electric/Generator Other _____

The City will provide the following in-kind services with approval of the City Administrator:

1. Public Works Department employees will assist with Festival set up, arrange for a dumpster from Groot Industries at no cost to MCC, ensure water hook-up, and provide Festival banner and 'papel picado' (perforated banner sign) installation along downtown light posts three weeks prior to the event.
2. Public Works Department employees shall provide barricades at the Festival entrances. The MCC may request additional barricades from the Public Works Department which will be provided if inventory is available and if Public Works can reasonably accommodate the request.
3. Public Works staff will provide standard special event street cleanup assistance; not included is animal related waste or feed product disposal. The MCC is responsible for completing all other event-related cleanup before leaving the Festival site on September 17, 2023. If a cleanup project requires additional time and/or the hiring of an external contractor, the MCC must notify the Special Events Coordinator. The MCC must provide the Special Events Coordinator with details regarding the nature of the work to be done, the name and contact information of the person(s) scheduled to perform the work, and the expected timeline of completion. If the MCC is unable to complete the work in a manner deemed acceptable by City staff, the City will conduct the work and charge the MCC the applicable municipal rate.
4. Police Department employees will provide staff and provide security during the hours of operation of the Festival. The City will not provide on-site overnight security.
5. Community Development Department employees and/or City contractors will inspect the general layout of the site and conduct any other inspections deemed necessary once all Festival components are known. The site inspection shall take place at least one hour prior to the time the Festival is scheduled to open to the public. All event components requiring inspection shall be completely set up at the time of the scheduled inspection. At least one representative of the MCC shall be present during the entire inspection.
6. Marketing and Communications Division staff will assist the MCC with the marketing of the Festival via the City's website, community calendar and newsletter; however, paid advertising will be the sole responsibility of the MCC. In order for City staff to provide marketing assistance, the MCC shall submit event specific marketing materials to the City at least 60 days prior to the Festival. These materials may include, but are not limited to

photos, graphics, logos, links to the event website, and links to social media event page(s). The MCC shall submit any new or additional marketing materials to the City no later than 30 days prior to the Festival. These materials may include, but are not limited to the entertainment schedule, tentative list of parade participants, tentative list of vendors, and programming updates. MCC will update the City as new parade participants and vendors are added on a weekly basis following the tentative list submission.

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

Location of garbage receptacles (G)
Location of toilets (T)
Location of hand washing sinks (HWS)
Location of retail vendors (RV)
Location of food vendors (FV)
Location of first aid (FA)

Location and number of barricades (B)
Location of fire lane (FL)
Location of fire extinguishers (FE)
Public entrances and exits (PE)
Location of "No Firearms" signage (NF)
Location of sound stages and amplified sound (S)
Location of residential streets surrounding event

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

Yes No If yes, please indicate the property that you are requesting to use.

see attachment

Would you like to request the closing of City streets? Yes No

If yes, please fill in the following information or submit a route map along with this application:

Street	From	To	Dates	Times
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

see attachment

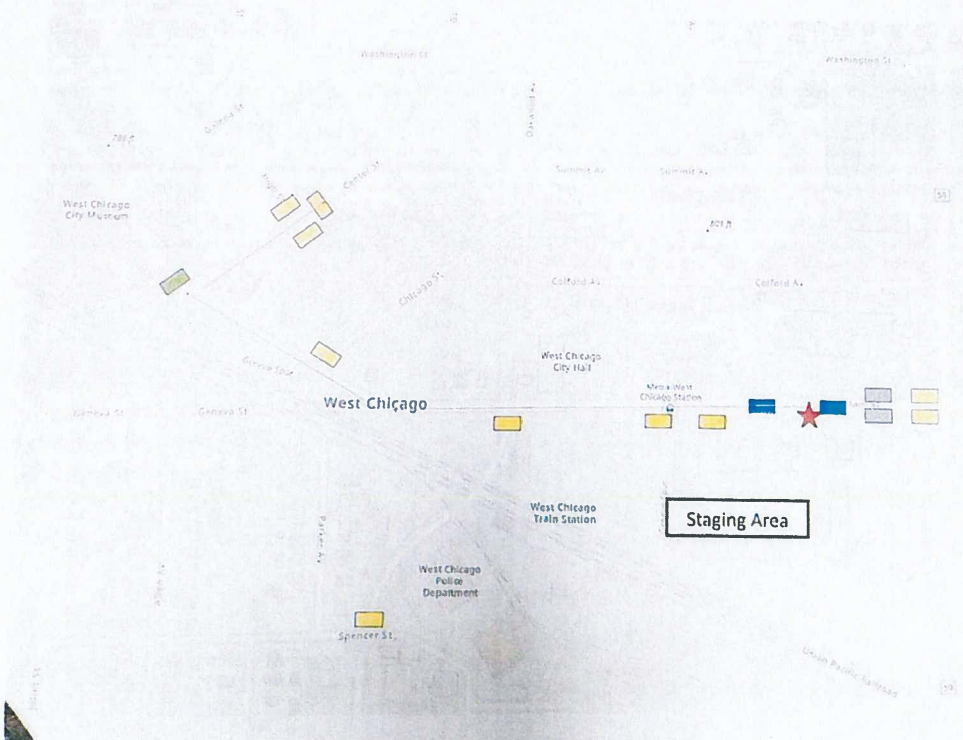


Closing of City Streets

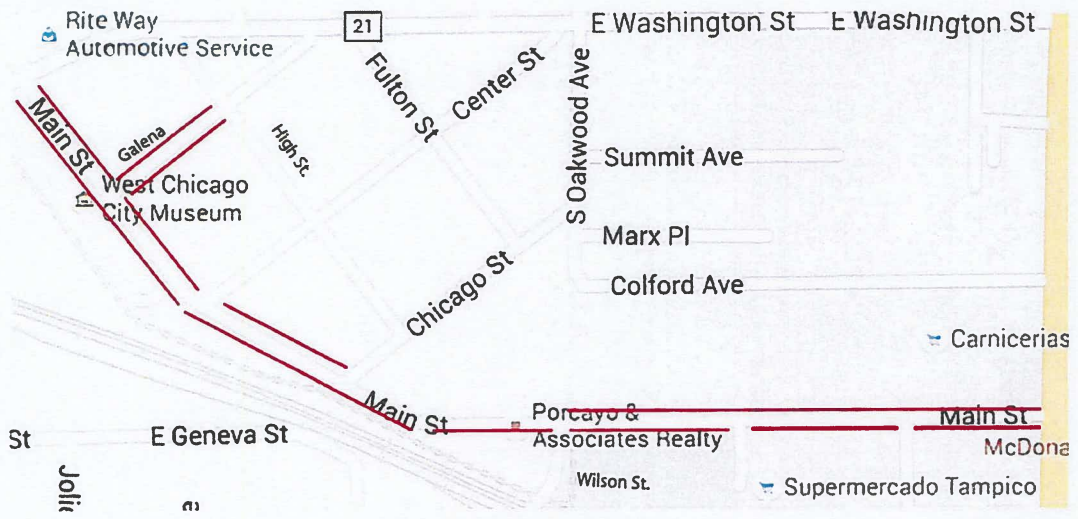
Sept. 16th to 17th

Festival		
Closing:	from:	to:
Main St	Chicago St.	Washington St.
Galena St	High St.	Main St.
Tye Ct	Galene St.	W Washington St.
Center St	Main St.	High St.

Parade		Sept. 17th 1 pm - 2 pm
---------------	--	---------------------------



Closing- Main St.
Route 59 to Center St.
Center St. to High St.



Papel Picado Layout





Downtown West Chicago Layout



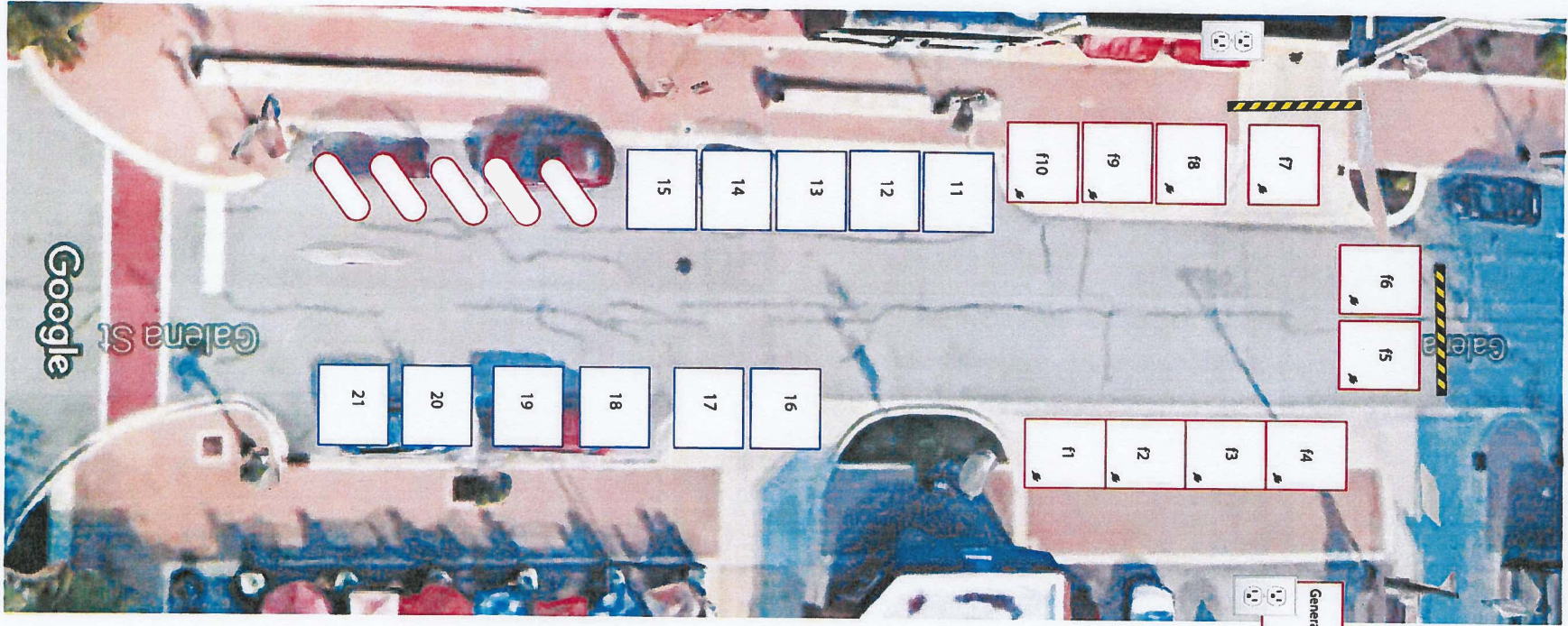


Main st. and Galena st.





Galena st.



WHEN: SATURDAY, SEPTEMBER 16, 2023
SUNDAY, SEPTEMBER 17, 2023

TIME: SATURDAY-1:00 P.M TO 10:00 P.M.
SUNDAY-1:00 P.M. to 7:00 P.M.

WHERE: DOWNTOWN
(MAIN STREET, WEST CHICAGO)

WHAT: 10'X10' SPACE (NO TABLES OR TENTS PROVIDED)



Food & Merch Booth
GENERAL INFORMATION

1. All types of hand crafted art, photography, sculpture, handicrafts and jewelry are acceptable.
2. Tents, tables and chairs are not provided. Each vendor is responsible for its own set-up, table, table covering and/or chair.
3. All tents must be weighted.
4. Set-up begins at 9:00am on Saturday-all vendors are asked to enter the vendor area from the north side of the event on Galena. All food vendors are asked to arrive at 9:00am and all non-food vendors are asked to arrive at 10:30am.
5. Attendance Guidelines: Booths must be manned between start and end of day. Booths/displays should not be removed before 5:00 p.m. on Sunday Violation of these rules will prohibit vendors from next year's event.
6. All tents, display stands, tables, racks, shelves, etc., must be kept within the marked boundaries of each vendor's space. Please adhere to this rule out of consideration for other vendors and fire lane restrictions.
7. All items for sale must be priced. Vendors must supply bags or wrappings and a written receipt for all purchases. Collection of State sales tax is the responsibility of each vendor.
8. Each vendor will be notified by e-mail of space assignment and set-up time 2 weeks prior to the event.
9. Vendor parking is available offsite and assigned based on booth location.
10. Vendor spaces are limited in each business category.
11. No refunds due to inclement weather conditions. This is a rain or shine event.
12. Food vendors require a Temporary Food Service Permit, available at DuPage County Health Department (630) 221-7181. All electrical cords must be outdoor grade. Food vendors ARE NOT permitted to dump grease and must provide metal flame shields underneath all cooking grills. Food vendors are also required to have a fire extinguisher present at their booths. All cooking waste must be removed from the festival by vendor-no dumping allowed. Non-West Chicago food vendors require an additional \$100 fee.
13. Food vendors are required to provide a certificate of insurance to the Mexican Cultural Center no later than 2 weeks prior to the event.
14. Photographs taken at the event may be used for future promotion.
15. Vendors shall submit one check for the total amount due.
The check will be deposited upon receipt.
16. Deposit of vendor fees upon receipt of application by the Mexican Cultural Center does not indicate acceptance into the event. The vendor will be notified after the application deadline of their acceptance as a vendor at Mexican Independence. In the event that an application is denied, all fees will be refunded to the applicant.

QUESTIONS OR MORE INFO? – E-Mail: Fernando.mccdupage@gmail.com Phone : _____

VENDOR REGISTRATION FORM

2023 Mexican Independence Day Celebration Parade Application

Business/Organization _____

Contact Person _____

Phone _____ Fax _____ E-mail _____

Address _____

City _____ Zip Code _____

Sponsoring Organization (if different from above) _____

Entry Size & Type of Units _____

(i.e. float, walking unit, auto club, etc.)

Space needed for staging 10' 25' 50' _____ FT

Entry will contain music or other sound YES___ NO___ TYPE _____

****The applicant acknowledges receipt of Guidelines and accepts them as part of the application. The applicant further agrees to accept all future modifications in the Guidelines made and communicated by the committee, or, in the alternative, to withdraw its application in writing.****

Signature _____ Date _____

Receipt of this application does not constitute acceptance, nor does it constitute a contract for your participation. You will be contacted regarding acceptance.

Please Return to:

Republic Bank,
102 Main Street, West Chicago, IL 60185

Fernando.MCCDuPage@gmail.com





Mexican Independence Day
Celebration & Parade
Sunday, September 17, 2023 1:00p.m.
Parade Participant Waiver

Waiver and Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify, and hold harmless the City of West Chicago, Mexican Cultural Center of DuPage, West Chicago Fire Protection District, the West Chicago Park District, and their officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorney's fees), which may in anywise accrue against the City of West Chicago, Mexican Cultural Center of DuPage, West Chicago Fire Protection District, the West Chicago Park District, and their its officials, agents and employees, arising in consequence of participation in the activities relating to the Mexican Independence Day Celebration/Parade to be held September 17, 2023, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, Mexican Cultural Center of DuPage, West Chicago Fire Protection District, the West Chicago Park District, or their its officials, agents and employees. The undersigned shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, Mexican Cultural Center of DuPage, West Chicago Fire Protection District, the West Chicago Park District, or their its officials, agents and employees, in any such action, the undersigned at its own expense, will satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents that he/she has full authority to execute this Waive and Hold Harmless on behalf of the name Business/Organization.

Agreement on behalf of the _____

Agreed this _____ day of _____, 2023.

Name _____ Title: _____

Name of Business/Organization _____

Signature of Authorized Person*: _____

*Signature of authorized person indicates that the Parade Guidelines for this Parade Application form has also been read and agreed to.

Viva Mexico Independence day Celebration

Saturday, September 16th | 1:00 p.m. – 10:00 p.m.

Sunday, September 17th 1pm - 7pm

| Downtown West Chicago

SITE INSPECTION

All vendors must be in place and set up no later than 11:45 p.m.

Come early to avoid congestion and avoid not being let in.

ARRIVAL INSTRUCTIONS

- **Entrance is near 116 Galena St, West Chicago, IL 60185. At this entry point on Galena St. All vehicle lanes are one-way going west then right on Main St. going northwest towards Washington St. During set up/tear down.**
- **No vehicles are allowed in the festival area after 11:00am and should be out by 11:30am.**
- You may access your vendor space as early as 7:00am. Arrive at the time that ensures you are set up in time for the 12:00 p.m. site inspection. **You must be completely set up by 11:45.**
- You may only drive around the barricade when authorized festival personnel can temporarily move the barricade to allow you to safely pass. Continue west to your assigned vendor space which will be marked with chalk on the street. You can only drop off your things and then come back to set up. **Vehicles can not be in the festival area for no more than 10min.**
- During set up, vehicles and equipment must remain in the parallel spots to maintain the emergency vehicle access lane.
- Please be sure to note that the set up will stay in place Saturday night – no tear down on Saturday night will occur.

VENDOR PARKING

Republic bank parking Lot, West Chicago, IL 60185

Unload all equipment at your vendor space, then move your vehicle to the Republic bank parking lot and walk back to your space to complete the setup.

EXIT INSTRUCTIONS

On Sunday, Sept 17th, vendors can begin cleaning up at 6:45 p.m. Festival personnel will notify vendors when vehicles can again be driven down Galena St. Then back on Main St. towards Washington St. Thus it is still one-way for all vendor vehicles during tear down.

IMPORTANT VENDOR INFORMATION

- All vendors cooking food at the event and/or who are utilizing electricity **must have a fire extinguisher at their vendor space.**
- No waste of any kind, liquid, or otherwise, may be discharged into the sewer systems.
- Tents should be fire-rated. E-mail copy of certificate prior to event or have certificate on hand at the event. Tags on the tent will be permitted as well.
- Grills and cooking equipment with flames must be placed outside your tent canopy.
- Extension cords cannot cross public walkways.
- Water hook-up will not be provided.
- Electrical hook up requests moving forward can not be accommodated.
- If applicable, vendors must bring their own heavy-duty extension cords.
- Tents, tables and chairs are not provided and all tents must be weighted.
- Vendor equipment must not obstruct fire lanes.
- All tents, display stands, tables, racks, shelves, etc., must be kept within the marked boundaries
- Food vendors are required to acquire applicable permits through the DuPage County Health Department. Visit www.dupagehealth.org or call 630-682-7400, ext. 7046.
- All vendors are required to submit a certificate of insurance that meets the requirements outlined in the vendor application.
- Vendors are responsible for their own sales and financial management.
- All items for sale must be priced. Vendors must be able to supply receipts for all purchases.
- Collection of state sales tax is the responsibility of each vendor.
- Vendors agree that photographs taken at the event may be used for future event promotion..
- Festival ends at 7:00 p.m. No sales are allowed after 7:00 p.m.
- This is a 2 day event so please NOTE Saturday, September 16th festivities end at 10pm and on Sunday, September 17th at 7pm.
- No alcohol is permitted at this event.

SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Note: This section must be completed by event organizer prior to notary signature.

Date of Special Event: Sept 16th - 17th

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	June 18th
Submit Carnival Permit Application	90 days	Sept 16th
Submit Fireworks Permit Application	30 days	Aug 4th
Submit Temporary Liquor License Application	30 days	—
Submit Building (Temporary Tent) Permit Application	30 days	—
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	Aug 16th
Submit Original Certificate of Insurance*	21 days*	Sept 25th
Submit Raffle Registration Application	14 days	—
Notify residents/businesses of special event	14 days	Sept 1st
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event

***If this requirement is not met, the proposed event may be cancelled.**

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

MID- Mexican Independence day Celebration

In consideration of the Mexican Cultural Center (name of organization) and its Members, employees, volunteers or guests, being allow to participate in MID, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to Mexican Cultural Center (name of organization) participation in the Activity.

To the fullest extent permitted by law, the Mexican Cultural Center (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of Mexican Cultural Center (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The Mexican Cultural Center (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the Mexican Cultural Center (name of organization) at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the Mexican Cultural Center (name of organization).

Agreed this 15 day of May, 2023

Mexican Cultural Center

Name of Organization

Fernando Ramirez

Print Name of Authorized Person


Signature of Authorized Person

Director

Title

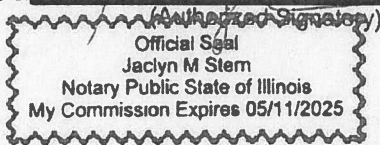
The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*

Signatory agrees to abide by all requirements of the Special Events Policy, including compliance with the State of Illinois Firearm Concealed Carry Act.

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

Mexican Cultural Center Fernanda Rucua 5/15/23
(Name of Organization) (Print Name of Signatory) (Date)

By _____
(Authorized Signatory)



(Notary Public)

Signed and sworn to before me this 15th day of May, 2023.

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

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

Deliver all completed items to:
City of West Chicago
Attn: Community Development – Special Events
475 Main Street
West Chicago, IL 60185

FOR OFFICE USE ONLY

Based on the information which has been submitted and contingent upon approval of any necessary inspections the day of the event, the request for a permit has been:

Approved Permit No. _____

Authorized Signature

Title Date

<input type="checkbox"/> Denied Remarks: _____ _____ _____
--

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Frosty Fest

AGENDA ITEM NUMBER: 5.E.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: May 22, 2023

COUNCIL AGENDA DATE: _____

STAFF REVIEW: Tom Dabareiner

SIGNATURE  _____

APPROVED BY CITY ADMINISTRATOR:

Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

Frosty Fest is scheduled for Saturday, December 2, 2023 from 4:00 – 7:00 p.m. in Downtown West Chicago.

This event is free to the public, sponsored by the City with the support of community partners. Frosty Fest includes, but is not be limited to: a Frosty Procession, visits with Santa and Mrs. Claus, food truck/s, horse-drawn wagon rides, vendors, and an official tree lighting ceremony.

The event will take place outside along Main Street and at participating indoor locations.

Certificates of Insurance naming the City as additional insured and/or hold harmless waivers will be secured as necessary.

ACTIONS PROPOSED:

Approval for:

- Use of Police and Public Works services to support the event.
- Closure of Main Street from Chicago Street to Washington Street from 12:00 p.m. – 7:30 p.m.
- Rolling closure for procession on Main Street beginning at eastern access drive to the Metra parking lot to Center Street from 4:00 – 4:30 p.m.
- Center Street to High Street to Galena Street for horse-drawn ride from 4:00 – 7:00 p.m. Street closure begins at 12:00 p.m. in preparation for the event.

COMMITTEE RECOMMENDATION:

City of West Chicago SPECIAL EVENT PERMIT APPLICATION for City-sponsored Events



Name of Event: Frosty Fest
 Location of Event: Main St. – Downtown West Chicago
 Date(s) of Event: December 2, 2023 Hours of Event: 4:00 p.m. to 7:00 p.m. Est. Attendance: 1,000
 Name of Sponsoring Organization(s): City of West Chicago
 Contact person from sponsoring organization: Nicolette Stefan
 Cell Phone: 224-840-5952 E-mail: nstefan@westchicago.org

Is this an annual event? Yes No If Yes, provide next year's event date: December 7, 2024

**Signatory agrees to abide by the State of Illinois Firearm Concealed Carry Act.
 *All applications must be signed.**

Nicolette Stefan _____ Nicolette Stefan _____ 05/02/2023 _____
 (Signature*) (Print Name of Signatory) (Date)

FOR OFFICE USE ONLY

Based on the information which has been submitted, the request for a permit has been:

Approved Permit No. _____

Denied
 Remarks:

 Authorized Signature

 Title Date

Denied
 Remarks:

WEST CHICAGO POLICE DEPARTMENT MONTHLY REPORT



APRIL, 2023
Colin Fleury, Chief of Police

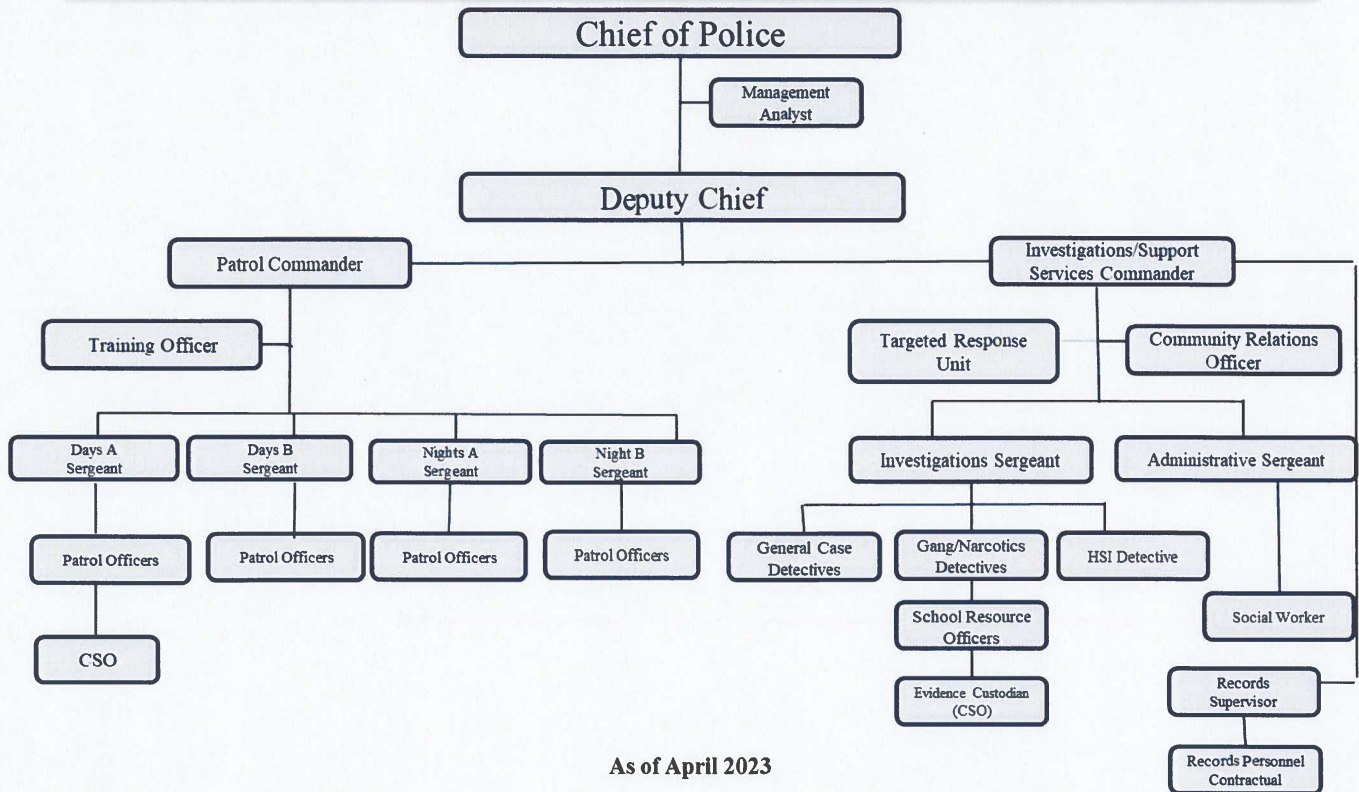
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Organizational Chart

West Chicago Police Department

West Chicago Police Department Organizational Chart



As of April 2023

Department Overview

The Mission of the West Chicago Police Department is to Protect Life and Liberty, Provide Quality Police Services, and Forge Community Partnerships with Integrity and Professionalism.

There are three divisions in the Police Department: the Office of the Chief of Police, the Patrol Division, and the Investigations/Administrative Division.

The primary responsibility of the Office of the Chief of Police is to provide general management direction and control for the Department. The Office of the Chief of Police consists of the Chief of Police, the Management Analyst, and the Administrative Assistant.

The Patrol Division consists of Uniformed Patrol Officers, the Community Service Officer, and the Training Officer.

The Investigations/Administrative Division consists of Detectives, School Resource Officers, Evidence/Property, the Targeted Response Unit, the Community Relations Officer, the Administrative Sergeant, and Social Services.

Personnel

On April 10th, Officer Sauseda began training with the Department's new dog Kane.

On April 11th, Officer Bertany provided instruction to the Explorer in the use of the less-than-lethal Tasers.



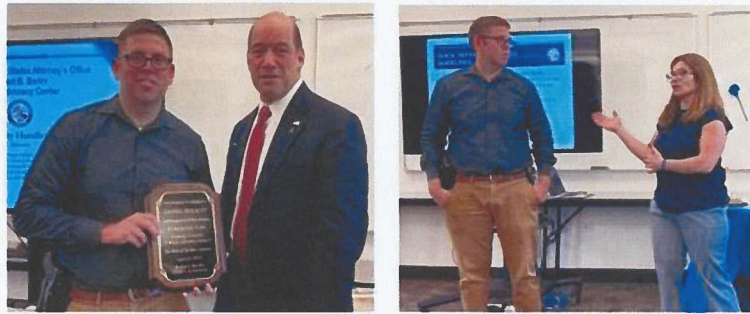
On April 17th, Officer Matthew McClelland was sworn in as the Department's newest Patrol Officer.



On April 13th, Department personnel attended the Senior Luncheon at the ARC Center. Representing the Department were Commander Samuel, Commander Reavley, Sergeant Langelan, Officer Arms, and the Department's Social Worker, Rosie Valencia.



On April 19th, Detective Herbert received a Recognition of Excellence Award from DuPage County State's Attorney Bob Berlin.



Criminal Activities

Motor Vehicle Theft:

#2300546 Person(s) unknown removed the unsecured vehicle from a driveway in the 700 block of Pioneer Ct. A neighbor witnessed two subjects wearing ski masks hiding behind a vehicle in his driveway. When the witness opened his garage door, the two suspects ran to the victim's vehicle, entered it, and drove off, followed by two white SUVs. Camera systems last had sight of the vehicle at Route 127 entering I57. The investigation is ongoing.

#2300557 Person(s) unknown removed a vehicle from a parking lot in the 2000 block of W. Roosevelt Rd. The owner had left the truck on the lot in November of 2022. The owner received a letter from the Bolingbrook Police Department regarding an unpaid ticket for his vehicle. The owner checked the lot where he left the truck, and it was missing. Bolingbrook advised that the vehicle had been abandoned in a lot in their jurisdiction, had been towed, and was scrapped after it was unclaimed.

Theft of Motor Vehicle Parts/Accessories:

#2300702 Person(s) unknown removed the catalytic converter from a vehicle parked in the 500 block of Carriage Dr.

Theft from Motor Vehicle:

#2300548 Person(s) unknown entered an unsecured vehicle in the 800 block of Farm Dr. Removed from the center console was the owner's wallet containing three credit debit cards, a medical insurance card, and a driver's license. The victim later received notification of possible fraudulent activity on two debit cards. One was used for \$60.82 at a Shell station in Calumet Park, and the second card was used four times, totaling \$667.17. The investigation is ongoing.

Burglary from Motor Vehicle:

#2300626 Person(s) unknown entered the unsecured vehicle parked in the 2700 block of Lehman Dr. The suspect removed a purse containing an identification card, credit cards, and a debit card.

Criminal Defacement:

#2300561 Person(s) unknown spray painted gang-related graffiti on a fence in the 1100 block of Marcella Ln.

#2300620 Person(s) unknown spray painted gang-related graffiti on an apartment building in the 1200 block of S. Kings Cir.

Criminal Damage to Property:

#2300577 Person(s) unknown damaged a business in the 500 block of Wegner Dr. A window on the south side of the building had been shattered. Additionally, two cameras on the rear of the business had been broken. Damage is estimated at \$2,500.00.

Aggravated Battery:

#2300564 Person(s) unknown shot a victim in the abdomen in the alley in the 600 block of Joliet St. A vehicle drove by the victim and his brother and came to a stop. A suspect exited the vehicle's rear passenger seat and fired six or seven shots at the subjects, striking the victim with one. The victim was transported to Good Samaritan Hospital for care. The FLOCK camera system identified a suspect vehicle which detectives tracked down to an apartment complex in the 1200 block of Kings Cross S. The vehicle's driver was identified and interviewed. The investigation is ongoing.

#2300703 Person(s) unknown battered the victim in the 1N300 block of Pilsen Ave. The subject was located severely injured and was taken to Northwestern Medicine Central DuPage Hospital by a resident of Lee Rd who observed the victim. Officers interviewed the victim at the hospital, who could not explain how he was injured or how he came to the hospital. Officers were provided with a vague description of where the incident occurred. Officers located the scene where the victim's keys, cell phone, and sunglasses were found. A broken bottle was found that could have been used to strike the victim. The investigation is ongoing.

Theft:

#2300556 A known person removed wooden pallets from outside a business in the 1100 block of Carolina Dr. The same subject has been taking pallets from the company for two years. At \$27.00 per unit, the owner estimates the suspect has taken \$5,000.00 to \$10,000.00 in pallets. The investigation is ongoing.

Burglary to Motor Vehicle/Attempt Motor Vehicle Theft:

#2300538 Person(s) unknown entered an unsecured vehicle parked in the 1600 block of Whispering Oaks Dr. The steering wheel column had been pulled back, and the ignition switch had been punched out. A duffel bag containing a laptop, clothes, and overnight kit was removed from the vehicle. The investigation is ongoing.

Monthly Totals

Activities	Jan 2023	Feb 2023	Mar 2023	Apr 2023	YTD 2023	YTD 2022	Total 2022
Traffic Stops	605	613	742	814	2,774	1,878	5,923
Traffic Citations	223	218	262	375	1,078	673	2,001
Traffic Warnings	209	238	266	253	966	782	2,305
Parking Citations	157	90	153	307	707	848	2,134
Traffic Crashes	59	60	65	41	233	263	858
Incident Reports	236	251	284	243	1,014	976	3,014

Officer Activities

#2300304 On January 18th, a subject entered Menards at 220 W. North Ave. and exited with a bolt cutter without paying. On January 20th, the same subject again entered Menards and removed a pair of thermal socks without paying. The suspect was caught on the store's surveillance cameras, and images were provided to investigators. On January 22nd, this same suspect was captured on video taking a vape canister from the Vape shop located at 200 W. North Ave. On February 23rd, a burglary occurred at Trend Smoke N Vape, 200 W. North Ave. Two subjects approached the business, and one wearing a blue jacket shattered the glass door. A second suspect in a black hoodie entered the store and removed \$1,839.00 in items. Detective Herbert learned that officers had contact with one of the burglary suspects during a well-being check. A review of the body-worn camera video of that well-being incident showed the subject to be wearing a blue jacket that appeared identical to that worn by the suspect who stole at the Trend Smoke and Vape Shop and committed a burglary of the same store. Detective Herbert and Flanigan went to the subject's residence and spoke with the family. Photos from two thefts at Menards and the Vape shop were shown. The individuals advised that the suspect in the photos was their family member. The detectives received permission to search the suspect's room and located the blue jacket. Also located were several Vape pens, two Xanax tablets, and a ball peen hammer. The subject was also located hiding in the residence's utility room, where he was placed under arrest. Detectives Moore and Calabrese arrived and transported the subject to the Police Station. Detectives advised him of his rights and interviewed the subject, who reported he was heavily intoxicated and with an acquaintance who decided to burglarize the vape shop. The suspect admitted to shattering the store's glass with the hammer but denied entering the business. The suspect said he and the other suspect fled the area on bicycles. The second suspect then provided this individual with the stolen vape shop items. On March 20th, Detective Herbert spoke with the second suspect and a parent at his residence. The suspect eventually admitted to participating in the vape shop's burglary. Cell phone GPS data showed the suspect's phone at the Trend Smoke and Vape Shop locations when the burglaries occurred. On April 11th, Detective Herbert presented the investigation results to the State's Attorney's Office. A count of Burglary was approved. The State's Attorney's Juvenile Division will file against the suspect.

#2300646 On April 19th, Officer Guerra observed a vehicle traveling westbound on North Ave. with expired registration. A stop was made on Powis Rd. Upon approaching the vehicle, an open bottle of tequila was observed in the backseat, and an odor of cannabis was emitting from the car. The driver was advised that due to the odor of cannabis, another officer was coming to the scene, and a search of the vehicle would take place. The driver admitted he had 10 grams of cannabis on him that was not in a dispensary container, a cannabis pipe, and a Glock handgun. The driver stated that the handgun was in his waistband. The driver was escorted out of the vehicle, and a 9mm handgun with a round in the chamber was removed from the subject's waistband. A second loaded magazine was also recovered. A check of the Law Enforcement Agencies Data System (LEADS) determined that the subject did not have a concealed carry license. Officer Rigler arrived on the scene to assist and secured the weapon. The subject was placed under arrest and transported to the Police Station. Interviewed, the driver stated he knew he was concealing the firearm on his person but was exercising his 2nd Amendment rights. The DuPage County State's Attorney's Office approved a charge of Aggravated Unlawful Use of a Weapon against the suspect. He was fingerprinted, photographed, and transported to the DuPage County Jail.

#2300637 On April 18th, Officers Solis and Rigler responded to Walgreens, located at 125 N. Neltnor Blvd., for a report of an individual attempting to purchase gift cards with fake \$100.00 bills. Upon arrival, the suspect advised that she had attempted to put the money on her debit card. The manager handed the officer the three \$100.00 bills that looked fake and appeared to be regular paper. Officer Chapman also arrived on the scene and concurred that the bills appeared fake, with two of the bills having the same serial number. The suspect was arrested and transported to the Police Station, where she was interviewed. The suspect advised that she had been given the bills by an acquaintance and denied

knowing that the money was fraudulent. A Special Agent from the Secret Service's Chicago Office arrived and confirmed that the bills were fraudulent. The DuPage County State's Attorney's Office was contacted and refused felony charges because the suspect denied knowing the bills were fake. The suspect was charged with Attempt Forgery, was fingerprinted, photographed, provided with a court date, and released from custody.