

**CONSENT AGENDA  
NEW BUSINESS #3**

June 19, 2017

**MEMORANDUM**

TO: The Honorable Mayor and City Council  
FROM: James F. Volpe, Chief of Police  
DATE: June 14, 2017  
SUBJECT: Special Event Permit Applications

Attached please find the following applications respectfully forwarded for your review and approval:

Ms. Paula Barrington  
Downtown Wheaton Assoc.  
108 E. Wesley St.

Concerning:

**Wheaton Wine Walk-Red & White**  
Wednesday, August 9, 2017 – 12:00p.m. to 5:00p.m.  
Thursday, August 10, 2017 - 5:00p.m. to 8:00p.m.

Ms. Heather Sanchez  
Wheaton Bible  
319 Erie St., Wheaton

Concerning:

**Neighborhood Bible Club (Erie St.)**  
Monday, July 17, 2017 thru Friday, July 21, 2017  
9:00 a.m. to 12:00 p.m.

The *Wheaton Wine Walk* does not require any street closures. Event will take place on sidewalks in the downtown business district and Martin Memorial Plaza.

The attached event map for the *Neighborhood Bible Club* identifies temporarily closed streets for the event. Residents and businesses on event route will be notified in advance of the event by the sponsors.

Staff respectfully recommends authorization for the street closures, and services as requested.

Attachments



RECEIVED  
MAY 12 2017  
BY:

108 E. Wesley Street  
Wheaton, Illinois 60187  
(630) 682-0633 Office  
(630) 682-0762 Fax  
[www.downtownwheaton.com](http://www.downtownwheaton.com)

May 11, 2017

Att: Police Chief James Volpe

Please note that with the enclosed application for a Special Event Permit for the Wheaton Wine Walk scheduled for August 10, 2017, I have not included the certificates of general liability and the liquor liability for this event. The Downtown Wheaton Association is waiting for the renewal of insurance for general liability (our current policy expires August 6, 2017). I have instructed our insurance broker to expedite the renewal of this policy well in advance of August, 2017 in order to cover the August 10<sup>th</sup> event.

In addition to the general liability, we have instructed our broker to proceed with the purchase of the liquor liability insurance (dram shop) to cover this event.

Once our supporting documents are in hand, we will deliver these to your office.

For the sake of time and the need to be on the agenda for the Wheaton Liquor Commission, I have submitted the enclosed application for review. Please note that although the Wheaton Wine Walk is a one day event, on August 10<sup>th</sup>, we would like to request that the permit be issued to cover Wednesday, August 9<sup>th</sup> and Thursday, August 10<sup>th</sup>. The additional date on the permit would allow our wine distributor to deliver the wine to the tasting stations the day before the event- without the additional date on the permit, the distributor cannot make the earlier delivery.

Please let me know if the request for a two-day permit is allowable.

I am happy to answer any questions regarding this application and special request.

  
Paula Barrington, Ex. Director

RECEIVED  
MAY 12 2017  
BY: \_\_\_\_\_

CITY OF WHEATON

**SPECIAL EVENT PERMIT**

- Application -

Event Name: Wheaton Wine Walk- Red & White

Applicant or Sponsor: Downtown Wheaton Association

Is Sponsor a non-profit Organization? Yes- 501-C6

Mailing Address: 108 East Wesley Street – Wheaton- IL- 60187

Contact Persons: 1) Paula Barrington 2) Cara Bove

Mailing Address: 1) 108 East Wesley, Wheaton, IL 60187 2) 108 East Wesley, Wheaton, IL 60187

Telephone Numbers: (H) 630-682-0633 (W) 630-682-0633 (H) 630-682-0633 (W) 630-682-0633

(CELL) 312-927-7421 (Fax) 630- 682-0762 (Cell) \_\_\_\_\_ (Fax) \_\_\_\_\_

E-mail address: paula@downtownwheaton.com E-mail address: cara@downtownwheaton.com

Other Sponsors: To be determined

Date(s) of Event: Wine Delivery to Tasting Stations :Wednesday, August 9th, 2017- Noon and 5pm

Actual Wine Walk Event Date: Thursday, August 10<sup>th</sup>, 2017 Hours: 5pm to 9pm (Tasting Stations stop serving alcohol at 8:30pm)

Alternate Date(s): (None)

Billing Address and Contact Person (for City services):

108 East Wesley, Wheaton, IL 60187- Paula Barrington, Ex. Director Telephone: 630-682-0633

Event Type(s):

<input type="checkbox"/> Parade	<input type="checkbox"/> Race	<input type="checkbox"/> Outdoor Concert	<input type="checkbox"/> Tent Sale
<input type="checkbox"/> Festival	<input type="checkbox"/> March	<input type="checkbox"/> Fair	<input type="checkbox"/> Circus
<input checked="" type="checkbox"/> Other	<input type="checkbox"/> Fireworks **	<input type="checkbox"/> Carnival ** (List all rides on separate sheet)	

Describe Event: Ticketed wine tasting event. The DWA sells tasting tickets (\$35 for 12- one ounce tastings) to the public. Tickets are sold on line and at the check in tent at Martin Memorial Plaza on Aug. 10. 2016. All ticket holders must check in at Martin Memorial Plaza to be carded (must be 21 years or older); receive their actual tasting tickets, one souvenir wine glass and a walking map of all tasting locations. Tasting locations will be inside participating restaurants and selected retailers. The DWA will be purchasing the wine and distributing it to the tasting stations.

Each station will have one to two wines offered for tastings. Each restaurant and retailer is required to have a Basset trained person (21 years or older) as the server. A special wine stopper that only allows for 1 ounce pours will be in each opened bottle. The server will be responsible for marking off each tasting on the participant's tasting ticket.

All tastings must be consumed inside the business premises. Signs will be posted inside the doorways noting that all tastings must be finished inside- no alcohol allowed outside. At each tasting station, a tray of appetizers will be available to participants to enjoy.

A free trolley will circulate in the downtown area to provide transportation from the north side of the downtown to the two tasting locations on the south side of downtown-The Perfect Thing, Adelle's and Wheaton Center Apartments.

One jazz ensemble and one acoustical musical performers will be located on the sidewalks to perform during the wine event. The locations at this time will be at the northeast corner of Hale and Front, at the northeast corner of Hale and Wesley.

Glass rinsing stations (portable water coolers and buckets- to catch the water) will be located on the sidewalk at Main and Front, Hale and Front, at Hale and Wesley and at the trolley stop at Adelle's Restaurant on Liberty Street.

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Anticipated # of Participants: 1000

Anticipated # of Spectators: None

Location of Event or Street Closure(s) : No streets will be closed for this event

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Please note sidewalk use for musical performances mentioned above.

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Attach route map.

Detailed written description of route identifying parking areas:

On street parking and north and south garage access for participants. The trolley will pick up and drop off at Martin Memorial Plaza (south side curb) and will drop off and pick up in the parking lot of Adelle's Restaurant. One additional drop off and pick up location will also be at 204 West Liberty at The Perfect Thing.

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Check all of the following which will be featured in your event:

Animals

Automobiles

Bands/Live Music

Bicycles

First Aid Area

Floats

Food Booth

Lighting Equipment

Portable Toilets

Sound Equipment

Tents

Truck

Use y tent  
at Martin  
Memorial

Glazz

## SPECIAL EVENT CHECK-OFF SHEET

Please check all items included in submittal and return with application.



### COMPLETED APPLICATION



### CERTIFICATE OF INSURANCE

(Naming the City of Wheaton as an additional insured (with liability policy amount not less than \$1,000,000.00 for bodily injury to or in any one accident, and in an amount of not less than \$1,000,000.00 for injury to or destruction of property of others in any one accident.)



### DETAILED EVENT ROUTE MAP AND DESCRIPTION



### SPECIAL EVENT PERMIT FEE

(\$50.00 - Check made payable to the City of Wheaton.)



### AMUSEMENT LICENSE FEE

(Fairs, Festivals, & Circus)

Note: Additional fees may apply dependent on type of event.

Contact Director of Building and Code Enforcement for further information)

### EVENT INCLUDES



STREET CLOSURES AND USE OF SIDEWALKS  
(requires City Council approval)



#### \*\* CARNIVAL RIDES

(requires City Council approval and additional fees – copy of application to be sent to Director of Building and Code Enforcement by event sponsor)



#### \*\* FIREWORKS

(requires City Council approval – copy to be sent to Fire Chief by event sponsor)

(Include name, address, phone number of fireworks company PLUS a certificate of insurance from the pyrotechnics or fireworks display company, naming the City of Wheaton as Co-insured and forward to Fire Chief for inspection. Certificate of insurance for fireworks has to be submitted no less than 30 days prior to event.)

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- All applications should be completed and submitted no less than 60 prior to the event date.
- All incomplete applications will not be processed.
- Events are processed on a first come basis.

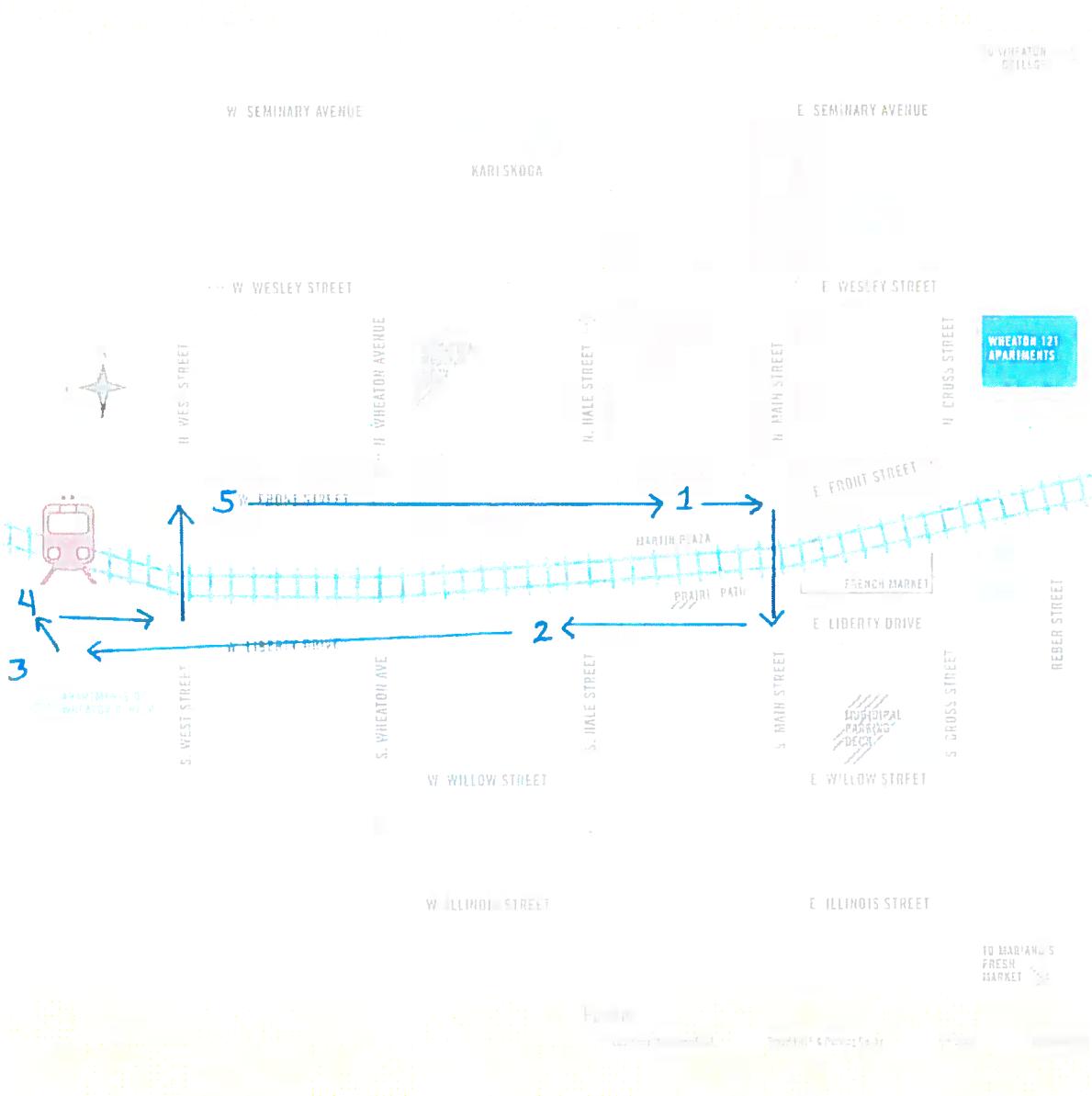
## 2017 Wheaton Wine Walk Tasting Locations

Tasting Locations /Business Name	Address
Adelle's Fine American Fare	535 W. Liberty Drive, Wheaton, IL 60187
Andrew's Garden	131 W. Wesley Street, Wheaton, IL 60187
Art & Glass Studio	124 N. Main Street, Wheaton, IL 60187
Choun's	226 W. Front Street, Wheaton, IL 60187
Dry City Brew Works	1208 N. Main Street, Wheaton, IL 60187
GIA MIA Pizza Bar	106 N. Hale Street, Wheaton, IL 60187
Ivy Restaurant	120 N. Hale Street, Wheaton, IL 60187
Jeans & A Cute Top Shop	204 W. Wesley Street, Wheaton, IL 60187
Kimmer's Ice Cream	109 E. Front Street, Wheaton, IL 60187
M & CO Salon	135 N. Hale Street, Wheaton, IL 60187
Moore Toys & Gadgets	107 E. Front Street, Wheaton, IL 60187
Muldoon's Irish- American Eatery	133 W. Front Street, Wheaton, IL 60187
Miroballi Shoes** WATER ONLY**- Refresher Stop	124 North Hale St., Wheaton, IL 60187
River City Roasters	114 N. Main Street, Wheaton, IL 60187
Mile Long Records	350 West Front Street, Wheaton, IL 60187
Stones Jewelry	107 W. Front Street, Wheaton, IL 60187
Strand Fitness	124 N. Main Street, Wheaton, IL 60187
Suburban Music	210 W. Front Street, Wheaton, IL 60187
Suzette's Creperie	211 W. Front Street, Wheaton, IL 60187
Tasting deVine- Graham's Chocolates	127 W. Front Street, Wheaton, IL 60187
Wheaton 121	121 N. Cross Street, Wheaton, IL 60187
Wheaton Barbershop	216 W. Front Street, Wheaton, IL 60187
Wheaton Center	2 Wheaton Center, Wheaton, IL 60187
Wheaton Drama	111 N. Hale Street, Wheaton, IL 60187
The Sipping Muse	122 N. Hale Street, Wheaton, IL 60187
Naperville Running Company	134 W. Front Street, Wheaton, IL 60187
Eyes on Wheaton	125 West Wesley, Wheaton, IL 60187
OMG Café	390 West Front Street, Wheaton, IL 60187
Le Salon de Pooch	360 West Front Street, Wheaton, IL 60187
The Perfect Thing	204 W. Liberty Drive, Wheaton, IL 60187
Carlson's Glass	312 West Front Street, Wheaton, IL 60187

- Rinse Stations
- Trolley Stops



# Trolley Route 2017 wine walk



- ① Martin Plaza
- ② The Perfect Thing
- ③ Wheaton Center Apt.
- ④ Adelle's Restaurant
- ⑤ Car-Iron Mirror & Glass

CITY OF WHEATON  
303 W. Wesley Street, Wheaton, Illinois 60187

CLASS F (TEMPORARY) SPECIAL EVENT ALCOHOLIC LIQUOR LICENSE

IN PURSUANCE OF AUTHORITY, and subject to the ordinances, rules and regulations in force and relating thereto,  
License is hereby granted to:

DOWNTOWN WHEATON ASSOCIATION  
108 E. WESLEY STREET, WHEATON, IL 60187

For the period: January 1 - December 31, 2017

ATTEST:

  
\_\_\_\_\_  
City Clerk

License No. 02

Date: November 18, 2016

  
\_\_\_\_\_  
Mayor

Hours of Operation: Mon.-Thur./11 a.m. to 11 p.m.; Fri. & Sat./11 a.m. to 12 midnight; and Sun./12 Noon to 11 p.m.

This license is not transferable and must be publicly displayed at the premises listed.



# CERTIFICATE OF LIABILITY INSURANCE

DOWNWHE-01 SBOCINSKY

DATE (MM/DD/YYYY)

6/6/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
Langan, Haeger, Vincent & Born  
290 S County Farm Rd  
Suite T  
Wheaton, IL 60187

CONTACT  
NAME:  
PHONE  
(A/C. No. Ext): (630) 668-6644  
E-MAIL  
ADDRESS:

FAX (A/C. No): (630) 668-4383

NAIC #

INSURED

Downtown Wheaton Association  
108 E Wesley  
Wheaton, IL 60187

INSURER(S) AFFORDING COVERAGE  
INSURER A: Liberty Mutual  
INSURER B: U/Writers & Lloyd's, London  
INSURER C:  
INSURER D:  
INSURER E:  
INSURER F:

REVISION NUMBER:

## COVERAGEs

## CERTIFICATE NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A X	COMMERCIAL GENERAL LIABILITY	X	CBP9884745	08/06/2016	08/06/2017	
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/>					
	GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC					
	OTHER					
	AUTOMOBILE LIABILITY					
	ANY AUTO ALL OWNED AUTOS	SCHEDULED AUTOS				
	HIRED AUTOS	NON-OWNED AUTOS				
	UMBRELLA LIAB	OCCUR				
	EXCESS LIAB	CLAIMS-MADE				
	DED	RETENTION \$				
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N/A	XWS55599704	06/08/2016	08/08/2017	
B	LIQUOR LIABILITY	X	LIQ/223581	08/11/2016	08/12/2016	LIMIT
						1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space)  
Additional Insured in respects to the General & Liquor Liability only: City of Wheaton  
RE: Wheaton Wine Walk being held on 8/11/16 from 5pm - 8pm

## CERTIFICATE HOLDER

City of Wheaton  
303 West Wesley Street  
Wheaton, IL 60187

## CANCELLATION

SHOULD ANY OF THE  
THE EXPIRATION  
ACCORDANCE WITH

AUTHORIZED REPRESENT

H/W - JL

© 1988-

Policy expires  
8/16/17  
Will send  
updated policy



## CITY OF WHEATON

## SPECIAL EVENT PERMIT

## - Application -

Event Name: Neighborhood Bible Club

Applicant or Sponsor: Heather Sanchez in care of Wheaton Bible Church

Is Sponsor a non-profit Organization?  Yes  No

Mailing Address: \_\_\_\_\_

Contact Persons: 1) Heather Sanchez 2)

Mailing Address: 1) same 2) \_\_\_\_\_

Telephone Numbers: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_

(CELL) \_\_\_\_\_ (Fax) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Fax) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Other Sponsors: \_\_\_\_\_

Date(s) of Event: July 17-21 Time(s) of Event: 9-12

Alternate Date(s): none

Billing Address and Contact Person (for City services):

same Telephone: same

Event Type(s):

Parade       Race       Outdoor Concert       Tent Sale  
 Festival       March       Fair       Circus  
 Other       Fireworks \*\*       Carnival \*\* (List all rides on separate sheet)

\*\* Requires additional notification. See page 3.

Describe Event: A week long Neighborhood Bible Club which includes about 100 +/- kids and about 40 adults.

We do craft, games, bible lessons, songs. We close the street to safely play games. Rotations of about 30-35 people at a time in the closed area.

Anticipated # of Participants: 150 +/-

Anticipated # of Spectators: parents coming and picking up and dropping off kids.

Location of Event or Street Closure(s) (list all requested street closures noting time(s) each street will be closed):

Erie St south of child's between child's and williams st

9 am - noon July 17-21

Attach route map.

Detailed written description of route identifying parking areas:

parents park along child's and erie to pick up and drop off their kids

Check all of the following which will be featured in your event:

Animals

Automobiles

Bands/Live Music

Bicycles

First Aid Area

Floats

Food Booth

Lighting Equipment

Portable Toilets

Sound Equipment

Tents

Truck

# Go gle Maps

Min Fire Department  
Station 11



Map data ©2017 Google 100 ft



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/8/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lundstrom Insurance 2205 Point Blvd., Ste 200 Elgin IL 60123		CONTACT NAME: PHONE (A/C. No. Ext.) 847-741-1000 E-MAIL ADDRESS: mail@lundstrominsurance.com	FAX (A/C. No.) 847-428-8857
INSURED Wheaton Bible Church 27W500 North Ave West Chicago IL 60185		INSURER(S) AFFORDING COVERAGE INSURER A: Cincinnati Insurance INSURER B: Accident Fund Insurance INSURER C: Chubb Group INSURER D: INSURER E: INSURER F:	NAIC # 10677 10166

## COVERAGES

CERTIFICATE NUMBER: 1911358719

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GA227	Y	CPP 1082335	7/1/2016	7/1/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:					
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY	SCHEDULED AUTOS NON-OWNED AUTOS ONLY	CPP 1082335	7/1/2016	7/1/2017	COMBINED SINGLE LIMIT (EA accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB X OCCUR EXCESS LIAB	CLAIMS-MADE	CPP 1082335	7/1/2016	7/1/2017	EACH OCCURRENCE \$15,000,000 AGGREGATE \$15,000,000 \$
DED <input checked="" type="checkbox"/> RETENTION \$0						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	WCV6092092	7/1/2016	7/1/2017	X PER STATUTE OTH-ER E.L. EACH ACCIDENT \$100,000 E.L. DISEASE - EA EMPLOYEE \$100,000 E.L. DISEASE - POLICY LIMIT \$500,000
C	Property/RCV Deductible - \$10,000		35905769	7/1/2016	7/1/2017	Building \$2,319,880 Business Pers Prop 5,150,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Neighborhood Bible Club at 319 S Erie St, Wheaton, IL on July 17-21, 2017.

The City of Wheaton is hereby added as additional insured under the general liability with res.

Policy expires  
7/1/17.

Will send  
updated policy

## CERTIFICATE HOLDER

## CANCELLATION

City of Wheaton  
Wheaton Police Dept  
Attn: Chief James Volpe  
900 W Liberty Dr  
Wheaton IL 60187

SHOULD ANY OF THE  
THE EXPIRATION DA  
ACCORDANCE WITH TI

AUTHORIZED REPRESENTATI

*Barry J. Volpe*

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