

**CONSENT AGENDA**  
**NEW BUSINESS #6**  
July 16, 2018

**MEMORANDUM**

TO: The Honorable Mayor and City Council  
FROM: William Murphy, Chief of Police  
DATE: July 11, 2018  
SUBJECT: Special Event Permit Application

Attached to this memorandum is an application from:

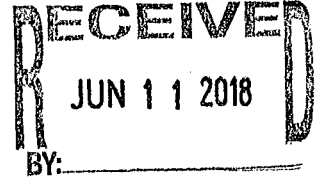
Mr. Mike Scalise		<b><i>St. Michael Catholic Church Parish Picnic</i></b>
St. Michael Holy Name Society	Concerning:	Saturday, August 18, 2018
310 S. Wheaton Ave.		5:00 p.m. to 8:00 p.m.

The attached event application for the *St. Michael Parish Picnic* identifies temporarily closed streets for the event. Residents and businesses on the 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

CITY OF WHEATON  
SPECIAL EVENT PERMIT



- Application -

Event Name: St. Michael Catholic Church Parish Picnic

Applicant or Sponsor: St. Michael Holy Name Society

Is Sponsor a non-profit Organization? Yes

Mailing Address: 310 S. Wheaton Avenue, Wheaton, IL 60187

Contact Persons: 1) Mike Scalise 2) Barb Collins

Mailing Address: 1) 2091 Childs Ct, Wheaton IL 60187 2) 310 S. Wheaton Avenue, Wheaton, IL

Telephone Numbers: (H) 630-690-8661 (W) \_\_\_\_\_ (H) \_\_\_\_\_ (W) (630)- 665-2250  
(Cell) 630-253-6948 (Fax) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Fax) \_\_\_\_\_

E-mail address: mscalise91@comcast.net E-mail address: bcollins@stmichaelcommunity.org

Other Sponsors: none

Date(s) of Event: Saturday August 18, 2018 Time(s) of Event: 5:00pm – 8:00pm

Alternate Date(s): none

Billing Address and Contact Person (for City services):

310 S. Wheaton Avenue, Wheaton, IL (Barb Collins) Telephone: 630-665-2250

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) |                                    |

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

Describe Event: Parish Picnic open to all St. Michael Parishioners. Picnic will begin immediately after 5:00pm mass. Food (hamburgers, hot dogs, corn on the cob, ice cream) will be cooked and served. Pop, Water, Lemonade, Beer and Wine will be served. The event will include games, arts and crafts for the kids.

Anticipated # of Participants: 250-300 attendees

Anticipated # of Spectators: none

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

Picnic will be held in Main Church Parking Lot (310 S. West St). We request that eastbound and westbound Willow Street, from West Street to Wheaton Avenue, be closed from 4:00pm -8:00pm for the event. The restrooms in the Faith Center on the north side of Willow are utilized for the picnic and this provides easy access for adults and children and increase the play area during the picnic.

Attach route map.

Detailed written description of route identifying parking areas:

Parishioners will utilize the east parking lot (Wheaton Ave) and the church parking lot on the west side of West Street for parking during mass and the picnic.

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

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Animals                    | <input type="checkbox"/> Automobiles        | <input type="checkbox"/> Bands/Live Music |
| <input type="checkbox"/> Bicycles                   | <input type="checkbox"/> First Aid Area     | <input type="checkbox"/> Floats           |
| <input checked="" type="checkbox"/> Food Booth      | <input type="checkbox"/> Lighting Equipment | <input type="checkbox"/> Portable Toilets |
| <input checked="" type="checkbox"/> Sound Equipment | <input type="checkbox"/> Tents              | <input type="checkbox"/> Truck            |

## 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.) ***will be submitted separately after being issued by the Joliet Diocese after July 1, 2018.***)
  
- 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 dependant 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.)

- 
- 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.

# Certificate of Coverage

Date: 7/21/2017

**Certificate Holder**  
 Roman Catholic Diocese of Joliet, A Trust;  
 R. Daniel Conlon, Successor Trustee  
 Chancery Office  
 16555 Weber Road  
 Crest Hill, IL 60403

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

**Covered Location**  
 St. Michael Parish  
 310 S. Wheaton Ave.  
 Wheaton, IL 60187

**Company Affording Coverage**  
 THE CATHOLIC MUTUAL RELIEF  
 SOCIETY OF AMERICA  
 10843 OLD MILL RD  
 OMAHA, NE 68154

**Coverages**

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate 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 coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
	Property				Real & Personal Property	
	<b>D. General Liability</b> <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	8676	7/1/2017	7/1/2018	Each Occurrence	1,000,000
					General Aggregate	
					Products-Comp/OP Agg	
					Personal & Adv Injury	
					Fire Damage (Any one fire)	
					Med Exp (Any one person)	
	Excess Liability				Each Occurrence	
					Annual Aggregate	
	Other				Each Occurrence	
					Claims Made	
					Annual Aggregate	
					Limit/Coverage	

**Description of Operations/Locations/Vehicles/Special Items** (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)

Coverage only extends for claims arising out of St. Michael Parish for their parish picnic to be held on parish grounds on August 19, 2017 from 5pm to 10pm. Liquor Liability Coverage Included.

Updated  
Policy to  
be sent

**Holder of Certificate**

Additional Protected Person(s)

City of Wheaton

0183008643

described coverages be cancelled  
 te thereof, the issuing company will  
 \_\_\_ days written notice to the holder of  
 left, but failure to mail such notice shall  
 liability of any kind upon the company,  
 ives.

Richard A. [Signature]