



VILLAGE OF PALATINE
VILLAGE HALL - COUNCIL CHAMBERS
200 E. WOOD STREET
PALATINE, IL 60067-5339 – (847) 359-9050
<http://www.palatine.il.us>

PALATINE LIQUOR COMMISSION

AGENDA

JANUARY 7, 2019

Regular Meeting

7:05 PM

I. ROLL CALL

II. MINUTES APPROVAL

1. Palatine Liquor Commission - Regular Meeting - December 10, 2018

III. AGENDA ITEMS

1. Consider an Application for a Class E (Temporary) Liquor License for their 16th Annual St. Patrick's & St. Joseph's Day Event at St. Thomas of Villanova Parish, 1201 E. Anderson Drive
2. Consider an Application for a Class E (Temporary) Liquor License for the Palatine Jaycees' 2019 Hometown Fest
3. Consider an Application for a Class E (Temporary) Liquor License for the Village of Palatine's Downtown Palatine Street Fest on August 23 - 25, 2019

IV. ADJOURNMENT

Motion to Adjourn



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 200 E. WOOD STREET
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PALATINE LIQUOR COMMISSION

MINUTES

DECEMBER 10, 2018

Regular Meeting

7:05 PM

I. ROLL CALL – Time: 7:31 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Commissioner	Present	
Tim Millar	Commissioner	Present	
Scott Lamerand	Commissioner	Present	
Doug Myslinski	Commissioner	Present	
Greg Solberg	Commissioner	Present	
Kollin Kozlowski	Commissioner	Present	
Brad Helms	Commissioner	Present	

Also Present:

Village Manager Reid Ottesen, Deputy Village Manager Mike Jacobs, Village Attorney Patrick Brankin, Deputy Village Clerk Doris Sadik, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Fire Chief Scott Andersen, IT Director Larry Schroth, Director of Finance Paul Mehring, Director of Community Services Harry Spila, Director of Human Resources Pam Jackson and Police Chief Alan Stoeckel

II. MINUTES APPROVAL

- Palatine Liquor Commission - Regular Meeting - October 15, 2018 - **Accepted**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Doug Myslinski, Commissioner
SECONDER:	Greg Solberg, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

III. AGENDA ITEMS

- Consider an Application for a Class E (Temporary) Liquor License for the St. Theresa School/Parish 4th Annual AFC/NFC Championship Party on January 20, 2019 at 457 N. Benton Street - **Approved by Voice Vote**

Village Manager Reid Ottesen reported this event is consistent with past years.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, Commissioner
SECONDER:	Tim Millar, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

IV. ADJOURNMENT – Time: 7:33 PM

Motion to Adjourn the Palatine Liquor Commission Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, Commissioner
SECONDER:	Tim Millar, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

SUBMITTED BY:

Doris K. Sadik
Deputy Village Clerk

Minutes Acceptance: Minutes of Dec 10, 2018 7:05 PM (Minutes Approval)

Consider an Application for a Class E (Temporary) Liquor License for their 16th Annual St. Patrick's & St. Joseph's Day Event at St. Thomas of Villanova Parish, 1201 E. Anderson Drive

BACKGROUND: The St. Thomas of Villanova parish is requesting a one day liquor license in conjunction with their 16th annual St. Patrick's & St. Joseph's Day auction, dinner, and dance fund raiser in the Parish Center Building, 1201 E. Anderson Drive on Saturday, March 2 from 5 - 11 PM. Dinner will be served at the event.

KEY ISSUES: A diagram of the serving area is attached. The hours requested are consistent with prior years. All servers will be required to comply with the Police Department seminar in regard to identifications.

ALTERNATIVES:

1. Approve the request.
2. Do not approve the request.

RECOMMENDATION: Action is at the discretion of the Commission.

ACTION REQUIRED: Action is at the discretion of the Commission.

ATTACHMENTS:

- St. Thomas of Villanova Temp Liq. Lic. Appl
- St. Thomas of Villanova Site Plan

St. Thomas of Villanova Parish Office
 1201 East Anderson Drive
 Palatine, IL 60074
 December 4, 2018

Ms. Sue Bartels
 Village of Palatine
 200 East Wood St
 Palatine, IL 60067

Dear Ms. Bartels,

On behalf of St. Thomas of Villanova parish community, I would like to request a temporary license to serve beer, wine, Irish coffee and mixed drinks at the St. Thomas of Villanova 16th Annual St. Patrick's/St. Joseph's Parish Fundraiser.

This event will be on Saturday, March 2, 2019 from 5:00 pm to 11:00pm. It will be held in our Parish Center Building, 1201 East Anderson Drive. I have enclosed a diagram of the proposed serving area. Members of our parish community will be our volunteer sellers and bartenders. They have or will complete the required online training for this event. Copies of their Liquor Ordinance Compliance Temporary Sellers/ Servers Certificates will be on file at our Parish Office.

Food will be available and served by Inglenook Catering Service.

This letter is to serve as our acknowledgment that we will be serving alcohol at this event.

This letter also serves as our letter authorizing the liquor application.

If additional information is required, please contact Deacon John Breit at the St. Thomas Parish Office at 1201 East Anderson, Palatine, IL 60074 (847) 358-6999.

Thank you for your immediate attention.

Sincerely,



Rev. Thomas R. Rzepiela
 Pastor, St. Thomas of Villanova

/enclosures-1201 Anderson proposed layouts, Certificate of Liability Insurance,
 Village of Palatine Temporary Event Liquor License Application

Attachment: St. Thomas of Villanova Temp Liq. Lic. Appl (2019 St. Thomas -Temp. Class E License)

VILLAGE OF PALATINE TEMPORARY EVENT LIQUOR LICENSE APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
Village Manager's Office, 200 E. Wood St, Palatine, IL 60067 Fax: 847-359-9094 E-mail: village@palatine.il.us

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Name of Event St Thomas of Villanova Annual St Pat- St Joe Parish Fundraiser		First time event? ☐ Yes ☒ No	
Exact Address of Event 1201 E Anderson Drive, Palatine, IL 60074			
Date(s) of Event March 2, 2019		Hours of Event 5:00 PM thru 11:00 PM	
Phone number/website for publication 847-358-6999		Estimated attendance 275	Last year's actual attendance 260
Describe the events community and/or cultural benefit Community celebration and fund raiser for our parish			

CONTACT INFORMATION

Name of Sponsoring Organization St. Thomas of Villanova		Contact person from Sponsoring Organization Deacon John Breit	
Sponsoring Organization Address 1201 E. Anderson Drive		City Palatine	Zip 60074
Name of Organizer/Coordinator Deacon John Breit		Email jbreit@stov.org	
Organizer/Coordinator Address 1201 E. Anderson Drive		City Palatine	Zip 60074
Phone Number 847-358-6999	Cell Phone Number 847-3464035	Fax Number 847-934-4919	

LIQUOR LICENSE INFORMATION

Dates of Alcohol Service			Type of Alcoholic Beverages
Date	Time from: (am/pm)	Time to: (am/pm)	
March 2, 2019	5:00 PM	11:00 PM	☒ Beer
			☒ Wine
			☒ Mixed Drinks
			☒ Other Irish Coffree

A Copy of the following must be attached to every application:

- ☐ Site Plan
- ☐ Certificate of Insurance evidencing Dramshop Liability
- ☐ Letter from property owner acknowledging service of alcohol (Park District or Private Property Owner)
- ☐ Letter from Organization authorizing the liquor application

Conditions of Liquor License Approval

Must provide copy of State Liquor License upon Issuance to the Village

All persons who sell or serve alcoholic liquor and/ID Check must satisfactorily complete the Village of Palatine Liquor Ordinance Compliance Training Course. To schedule training course, please contact the Crime Prevention Department at (847)-359-9061.

Signature of Organizer

Date

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

Page 1 of 2

VILLAGE OF PALATINE

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

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 Village Manager's Office, 200 E. Wood St, Palatine, IL 60067 Fax: 847-359-9094 E-mail: village@palatine.il.us

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SITE PLAN

Please use this Site Plan to illustrate the layout of your event. If you need additional space, please attach a separate sheet.

See Attached Sheet

Attachment: St. Thomas of Villanova Temp Liq. Lic. Appl (2019 St. Thomas -Temp. Class E License)

If applicable the following must be included:

- ☐ Location of food vendors (F)
- ☐ Location of beverage vendors both non-alcoholic (NAB) and alcoholic beverages (AB) along with number of serving stations at each location
- ☐ Public entrances and exits
- ☐ Location of sound stages and amplified sound

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

Consider an Application for a Class E (Temporary) Liquor License for the Palatine Jaycees' 2019 Hometown Fest

BACKGROUND:

The Palatine Jaycees are requesting a temporary liquor license for the sale of beer and wine at their annual 4th of July festival to be held from July 3 - 7, 2019. This annual festival is held at Community Park. The proposed hours are as follows:

- Wednesday, July 3: 5 pm to 12 am (Last call at 11:45 pm)
- Thursday, July 4: 5 pm to 12 am (Last call at 11:45 pm)
- Friday, July 5: Noon - 12 am (Last call at 11:45 pm)
- Saturday, July 6: Noon - 12 am (Last call at 11:45 pm)
- Sunday, July 7: Noon - 5 pm (Last call at 4:45 pm)

KEY ISSUES:

All servers will be required to comply with the Police Department seminar in regard to identifications. Extensive precautions are planned to prevent problems with underage patrons. A representative from the Jaycees will be available for questions. A diagram of the serving area is attached.

ALTERNATIVES:

1. Approve request.
2. Refer back to Staff.

RECOMMENDATION:

Action is at the discretion of the Commission.

ACTION REQUIRED:

Action is at the discretion of the Commission.

ATTACHMENTS:

- Jaycees Hometown Fest Liquor



Alabama

Arizona

Arkansas

California

Colorado

Connecticut

Delaware

Florida

Georgia

Hawaii

Illinois

Indiana

Iowa

Kansas

Kentucky

Louisiana

Maryland

Michigan

Minnesota

Mississippi

Missouri

Montana

Nebraska

New Jersey

New York

North Carolina

North Dakota

Ohio

Oklahoma

Oregon

Pennsylvania

South Carolina

South Dakota

Tennessee

Texas

Virginia

Washington

West Virginia

Wisconsin

Wyoming

December 4, 2018

Doris Sadik
 Village of Palatine
 200 E Wood Street
 Palatine, IL 60067

Dear Doris,

On behalf of the Palatine Jaycees, we would like to formally request the needed Village approvals to hold the 62nd Annual Palatine Jaycees Hometown Fest. The festival will take place at Community Park in Palatine. It is scheduled to begin on Wednesday, July 3rd, 2019 and will conclude on Sunday, July 7th, 2019.

We attended the Park District Board Meeting on November 27st. The Board approved our proposal for Hometown Fest 2019. Attached is the approved permit.

We would like to request permission to sell beer and wine during the following dates and times:

Wednesday, July 3rd: 5:00 pm to 12:00am (Last call at 11:45pm)

Thursday, July 4rd: 5:00 pm to 12:00am (Last call at 11:45pm)

Friday, July 5th: 12:00 pm to 12:00am (Last call at 11:45pm)

Saturday, July 6th: 12:00 pm to 12:00am (Last call at 11:45pm)

Sunday, July 7th: 12:00 pm to 5:00pm (Last call at 4:45pm)

We would like to request that Wood Street be closed between Oak Street and Mozart Street from Monday, July 1st in the early morning (approximately 7 am) to Thursday, July 7th for the purpose of the carnival.

We would also like to request a waiver of all fees associated with the festival.

Other notable events we have scheduled for the festival include: (full schedule is attached)

- Friday July 5th Fireworks by Mad Bomber at dusk approx. 9:30pm
- Saturday July 6th Parade 11am kickoff
- Carnival-
 - Wednesday July 3rd 1-3pm Special Needs Carnival
 - Thursday July 4th 5pm-12am
 - Friday July 5th 5pm-12am
 - Saturday July 6th 12pm-12am
 - Sunday July 7st 12pm-5pm



Alabama

Arizona

Arkansas

California

Colorado

Connecticut

Delaware

Florida

Georgia

Hawaii

Illinois

Indiana

Iowa

Kansas

Kentucky

Louisiana

Maryland

Michigan

Minnesota

Mississippi

Missouri

Montana

Nebraska

New Jersey

New York

North Carolina

North Dakota

Ohio

Oklahoma

Oregon

Pennsylvania

South Carolina

South Dakota

Tennessee

Texas

Virginia

Washington

West Virginia

Wisconsin

Wyoming

At a date to be determined, we can present our requests to the Council at a Village Board meeting.

On behalf of the Palatine Jaycees and the Hometown Fest Committee, thank you in advance for your support in making this project a success. We are incredibly grateful for our positive relationship and know that the success of Hometown Fest depends highly on that relationship. We are looking forward to working with you on this year's fest. Please contact us at any time with any questions you might have.

Sincerely,

Jay Nagle
Palatinehometownfest19@gmail.com

John Healey
Palatinehometownfest19@gmail.com

Palatine Jaycees
 Hometown Fest 2018 Co-Chairs



2019 Hometown Fest Schedule

Alabama
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
Florida
Georgia
Hawaii
Illinois
Indiana
Iowa
Kansas
Kentucky
Louisiana
Maryland
Michigan
Minnesota
Mississippi
Missouri
Montana
Nebraska
New Jersey
New York
North Carolina
North Dakota
Ohio
Oklahoma
Oregon
Pennsylvania
South Carolina
South Dakota
Tennessee
Texas
Virginia
Washington
West Virginia
Wisconsin
Wyoming

Saturday, June 22, 2019

- Tractor Training
- Organize Park district shed
- Pump Check
- Safety training for committee chairs

Tuesday, July 2, 2019

- Set-up

Wednesday, July 3, 2019

(Fest open to public 5:00 to midnight)

- Setup is complete
- Kathleen Blank Memorial Carnival
- Scavenger Hunt - Start
- Carnival opens
- Food
- Beverages
- Entertainment

Thursday, July 4, 2019

(Fest open to public noon-midnight)

- Food
- Carnival
- Beverages
- Entertainment
- Start Kickball Tournament

Friday, July 5, 2019

(Fest open to public noon-midnight)

- Fireworks
- Food
- Carnival
- Beverages
- Entertainment

Saturday, July 6, 2019

(Fest open to public noon-Midnight)

- Food
- Parade
- Expo
- Kickball finals
- Scavenger Hunt - End
- Beverages
- Entertainment
- Carnival
- Hometown Toss

Sunday July 7th, 2019

(Fest open noon to 5:00)

- Food
- Beverages
- Carnival
- Expo
- Family Day
- Tear Down (Start)

Monday July 8th, 2019

- Tear down complete

Attachment: Jaycees Hometown Fest Liquor (2019 Hometown Fest - Liquor License)

VILLAGE OF PALATINE

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT

Village Manager's Office, 200 E. Wood St, Palatine, IL 60067 Fax: 847-359-9094 E-mail: village@palatine.il.us

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Name of Event Palatine Jaycees Hometown Fest 2019		First time event? ☐ Yes ☒ No	
Exact Address of Event Community Park 262 E. Palatine Rd. Palatine, IL 60067			
Date(s) of Event July 3, 2019 - July 7, 2019		Hours of Event 12pm - 12am	
Phone number/website for publication 847-604-0288 www.palatinejaycess.com		Estimated attendance 50,000	Last year's actual attendance 50,000
Describe the events community and/or cultural benefit Annual 4th of July celebration with carnival, food, entertainment, and special events for families			

CONTACT INFORMATION

Name of Sponsoring Organization Palatine Jaycees		Contact person from Sponsoring Organization Robert Doty, President	
Sponsoring Organization Address PO BOX 1517		City Palatine	Zip 60078
Name of Organizer/Coordinator Jay Nagle		Email palatinehometownfest2019@gmail.com	
Organizer/Coordinator Address 1305 N Doe		City Palatine	Zip 60067
Phone Number 847-863-4307	Cell Phone Number 847-863-4307	Fax Number	

LIQUOR LICENSE INFORMATION

Dates of Alcohol Service			Type of Alcoholic Beverages
Date	Time from: (am/pm)	Time to: (am/pm)	
July 3, 2019	5pm	12am	☒ Beer
July 4, 2019	12pm	12am	☒ Wine
July 5, 2019	12pm	12am	☐ Mixed Drinks
July 6, 2019	12pm	12am	☐ Other _____
July 7, 2019	12pm	5pm	

A Copy of the following must be attached to every application:

- ☐ Site Plan
- ☐ Certificate of Insurance evidencing Dramshop Liability
- ☐ Letter from property owner acknowledging service of alcohol (Park District or Private Property Owner)
- ☐ Letter from Organization authorizing the liquor application

Conditions of Liquor License Approval

Must provide copy of State Liquor License upon Issuance to the Village

All persons who sell or serve alcoholic liquor and/ID Check must satisfactorily complete the Village of Palatine Liquor Ordinance Compliance Training Course. To schedule training course, please contact the Crime Prevention Department at (847)-359-9061.

Signature of Organizer _____

Date _____

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

VILLAGE OF PALATINE

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

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SITE PLAN

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Attachment: Jaycees Hometown Fest Liquor (2019 Hometown Fest - Liquor License)

If applicable the following must be included:

- ☐ Location of food vendors (F)
- ☐ Location of beverage vendors both non-alcoholic (NAB) and alcoholic beverages (AB) along with number of serving stations at each location
- ☐ Public entrances and exits
- ☐ Location of sound stages and amplified sound



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/5/2018

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 Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008		CONTACT NAME: Client Service Team PHONE (A/C, No, Ext): 630-694-4268 FAX (A/C, No): 630-694-4401 E-MAIL ADDRESS: USClientService@ajg.com	
INSURED Palatine Jaycees C/o Jason Coroneos 1512 Artaius Pkwy Suite 102 Libertyville IL 60048		INSURER(S) AFFORDING COVERAGE INSURER A: Nautilus Insurance Company INSURER B: Illinois Union Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 17370 27960	

COVERAGES

CERTIFICATE NUMBER: 939560407

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		NN749193	4/1/2018	4/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included Bodily injury prp Dam \$ 500 Ded
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	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				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Liquor Liability			LQRILF144896784	9/1/2018	9/1/2019	General Aggregate \$ 1,000,000 Each Occurrence \$ 1,000,000

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

The following are named as Additional Insured with respects to the general liability per contract or written agreement: Village of Palatine, their employees, agents, and officials.

CERTIFICATE HOLDER

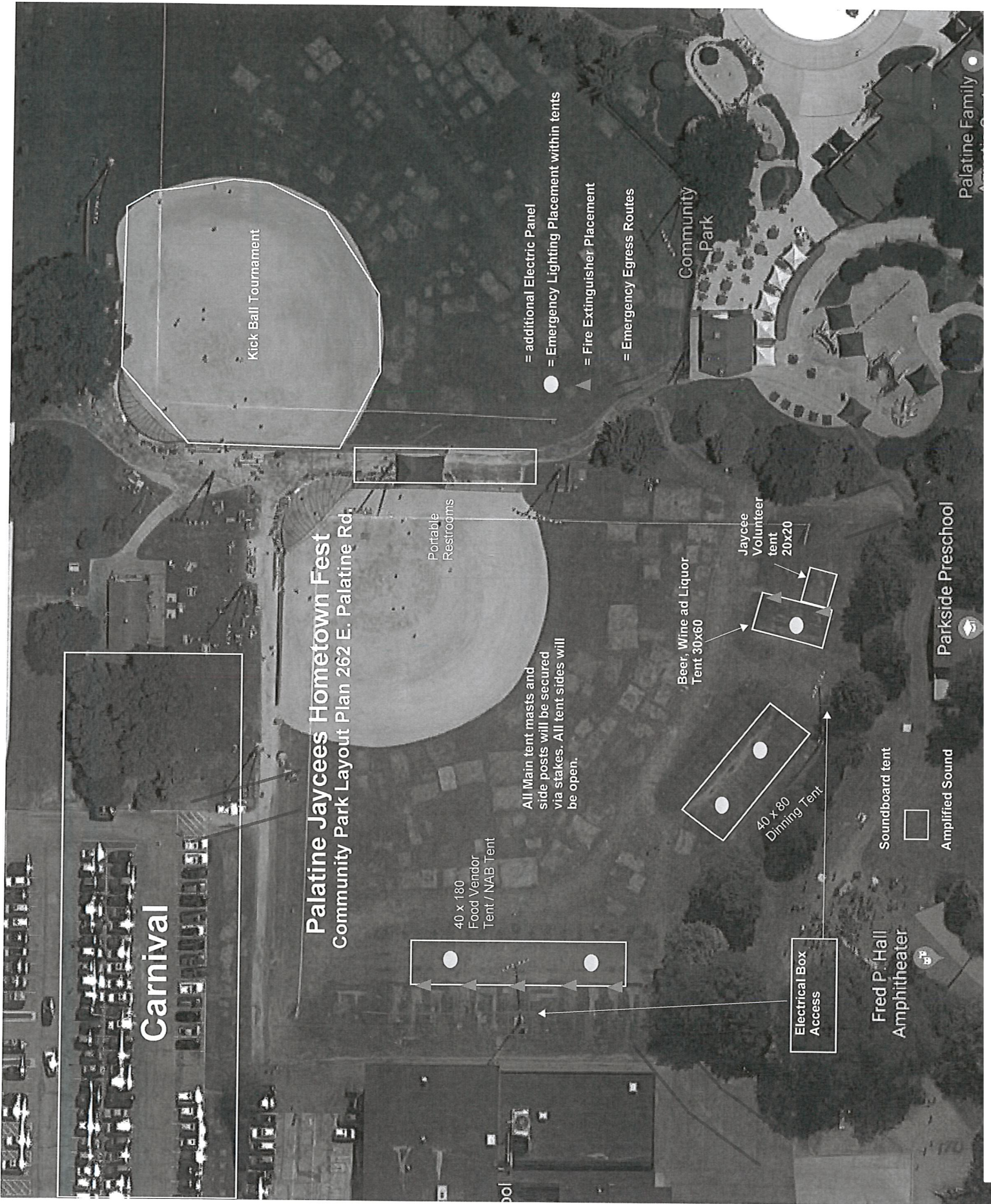
CANCELLATION

Village of Palatine
 200 E Wood Street
 Palatine IL 60067

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Consider an Application for a Class E (Temporary) Liquor License for the Village of Palatine's Downtown Palatine Street Fest on August 23 - 25, 2019

BACKGROUND:

The Village of Palatine will be holding its 20th annual Downtown Palatine Street Fest on August 23 - 25, 2019. The Fest is an opportunity for local non-profit organizations to display their community services. In addition, the Fest will once again feature Palatine food establishments to showcase their cuisine for all visitors.

KEY ISSUES:

The Downtown Palatine Street Fest is asking for a Class E Temporary Liquor License for the purpose of selling alcoholic beverages during the following hours:

Friday, August 23, 2018:	5 PM - 12 AM
Saturday, August 24, 2018:	11 AM - 12 AM
Sunday, August 25, 2018:	11 AM - 6 PM

Downtown Palatine Street Fest would like to sell the following types of alcoholic beverages: Beer, Wine, and Malt Beverages. Food will also be made available at the event. All volunteers serving or selling liquor will complete the Village's required online BASSET training class conducted by the Palatine Police Department.

ALTERNATIVES:

1. Approve the request.
2. Deny the request.

RECOMMENDATION:

Action is at the discretion of the Commission.

ACTION REQUIRED:

Action is at the discretion of the Commission.

ATTACHMENTS:

- Street Fest 2019 Memo for VC Meeting

MEMORANDUM

Date: January 3, 2019

To: Reid Ottesen, Village Manager

From: Mike Jacobs, Deputy Village Manager

Re: Street Fest 2019



The following approvals are being sought in connection with the Village's 2019 Downtown Palatine Street Fest:

1. Temporary waiver of the sound amplification ordinance for the live music and performances during the following hours:
 - **Friday, August 23:** 12 PM – 12 AM
 - **Saturday, August 24:** 8 AM – 12 AM
 - **Sunday, August 25:** 8 AM – 6 PM

***Note:** The earlier time from the actual event start times is for sound checks and for other events such as the 5k run/walk, Bike Race, and other activities.*
2. Waiver of Fees for Village services, permits, and licenses.
3. Waiver of the Building Construction Hours for the following:
 - **Wednesday, August 21:** Construction of tents to begin at 7 AM and continue throughout Friday morning.
 - **Thursday, August 22:** Construction of tents and stage to begin at 6 AM and continue throughout Friday morning.
 - **Sunday, August 25:** Removal of tents and stage between 8 PM to 12 AM.
4. Temporary Closure of On-Street Parking from **Wednesday, August 21** at 5 AM to **Monday, August 26** at 12 PM as follows:
 - Slade Street (north side between Greeley St. and Brockway St., south side between Smith St. and Brockway St.)
 - Greeley Street (east and west sides between Slade St. and Palatine Rd.)
 - Brockway Street (east side between Slade St. and railroad tracks)
5. Public street closures from **Friday, August 23** at 5 AM to **Monday, August 26** at 12 PM as follows:
 - **Slade Street** – between Smith Street and Bothwell Street
 - **Greeley Street** – between Palatine Road and Wilson Street
 - **Brockway Street** - between Palatine Road and Railroad Tracks
 - **Railroad Avenue** – between Plum Grove Road and Bothwell Street
 - **Bothwell Street** – Between Palatine Road and Railroad Avenue
 - **Wilson Street** – between Smith Street and Greeley Street
 - **Smith Street** – between Palatine Road and Wood Street (only temporarily if needed in event of an emergency or for the bike race or 5K)

6. Temporary Closure of Commuter Parking Lots
 - **Parking Lot I:** Friday, August 23 at 5 AM through Monday, August 26 at 12 PM for Village staff staging area.
 - **Parking Lot J:** Friday, August 23 at 5 AM through Monday, August 26 at 12 PM to accommodate garbage dumpsters.
 - **Parking Lot G:** Thursday, August 22 at 5 AM through Monday, August 26 at 12 PM to accommodate the construction of the main stage.
 - **Parking Lots K & L:** Friday, August 23 at 5 AM through Monday, August 26 at 12 PM to accommodate handicapped parking and event set up.
7. A motion authorizing the Village Manager to enter into contracts/agreements related to the 2019 Downtown Palatine Street Fest. In conjunction with the 2019 Downtown Palatine Street Fest, the Village will need to enter into a number of contracts or agreements which may exceed \$20,000. All expenses have been funded as part of the CY 2019 budget.

The contracts and/or agreements may include, but are not limited to, the following (cost estimate):

- Tent, table, chair rental (\$25,000)
 - Portable Restrooms (\$10,000)
 - Fencing (\$5,000)
 - Beverages – Beer, Wine, Pop, Water (\$60,000)
 - Main Stage Entertainment (Bands, Stage, Lighting) (\$65,000)
 - Printed Promotional Materials (\$1,000)
 - Kid Zone Entertainment, Games, Rides, Prizes (\$10,000)
 - Generators (\$5,500)
 - General Supplies and Miscellaneous Rentals (\$5,000)
 - Event Operation, Labor, Support, Security (\$20,500)
 - Street Fest Sponsorship Agreements
8. A motion to authorize a Class E Temporary Liquor License for the purpose of selling alcoholic beverages during the following hours:
 - **Friday, August 23:** 5 PM – 12 AM
 - **Saturday, August 24:** 11 AM – 12 AM
 - **Sunday, August 25:** 11 AM – 6 PM