



**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 4, 2021**

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**Regular Meeting**

**7:05 PM**

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**I. ROLL CALL**

**II. MINUTES APPROVAL**

1. Palatine Liquor Commission - Regular Meeting - December 7, 2020

**III. AGENDA ITEMS**

1. Consider an Application for a Class A-1 (Sports & Recreation Facility) Liquor License for American Tier 1 Hockey, LLC (d/b/a Orbit Ice Arena/Area 53 Bar) at 615 S. Consumers Avenue
2. Consider an Application for a Class E (Temporary) Liquor License for the Palatine Jaycees' 2021 Hometown Fest

**IV. ADJOURNMENT**



**VILLAGE OF PALATINE**  
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**PALATINE LIQUOR COMMISSION**

**MINUTES**

**DECEMBER 7, 2020**

**Regular Meeting**

**7:05 PM**

**I. ROLL CALL – Time: 7:34 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 Clerk Marg Duer, Village Manager Reid Ottesen, Deputy Village Manager Mike Jacobs, Village Attorney Mike Kajawa, 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, Assistant Finance Director Sue Conn, Director of Human Resources Pam Jackson, Police Chief Dave Daigle, Deputy Clerk Doris Sadik, Deputy Fire Chiefs Patrick Gratziana and Scott Mackeben, and Firefighter Norm Bemis

**II. MINUTES APPROVAL**

- Palatine Liquor Commission - Regular Meeting - September 21, 2020 - **Accepted**

|                  |                                                                  |
|------------------|------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>                                      |
| <b>MOVER:</b>    | Greg Solberg, Commissioner                                       |
| <b>SECONDER:</b> | Tim Millar, Commissioner                                         |
| <b>AYES:</b>     | Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms |

**III. AGENDA ITEMS – Time: 7:34 PM**

- Consider a Motion Approving an Application for a Class D Restaurant Liquor License for Islas Veracruz, Inc. (d/b/a Islas Veracruz) at 1417 N. Rand Road - **Approved by Voice Vote**

|                  |                                                                  |
|------------------|------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED BY VOICE VOTE [UNANIMOUS]</b>                        |
| <b>MOVER:</b>    | Brad Helms, Commissioner                                         |
| <b>SECONDER:</b> | Kollin Kozlowski, Commissioner                                   |
| <b>AYES:</b>     | Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms |

#### IV. ADJOURNMENT – Time: 7:34 PM

##### Motion to Adjourn - **Motion Carried by Voice Vote**

|                  |                                                                  |
|------------------|------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>MOTION CARRIED BY VOICE VOTE [UNANIMOUS]</b>                  |
| <b>MOVER:</b>    | Tim Millar, Commissioner                                         |
| <b>SECONDER:</b> | Kollin Kozlowski, Commissioner                                   |
| <b>AYES:</b>     | Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms |

-

SUBMITTED BY:

Margaret R. Duer  
Village Clerk

Minutes Acceptance: Minutes of Dec 7, 2020 7:05 PM (Minutes Approval)

**Consider an Application for a Class A-1 (Sports & Recreation Facility) Liquor License for American Tier 1 Hockey, LLC (d/b/a Orbit Ice Arena/Area 53 Bar) at 615 S. Consumers Avenue**

**BACKGROUND:**

On this evening's Council agenda is a request for a Special Use Transfer for American Tier 1 Hockey located at 615 S. Consumers Avenue (formerly Orbit Skate Center). The new owner, David Vennetti, is requesting a Class A-1(Sports & Recreation Facilities) Liquor License, which was the same liquor classification held by the previous owner.

A Liquor License is not transferable under Village Code; subsequently, any approval of a new Liquor License would automatically terminate the previous Liquor License. Permitted hours of operation for a Class A-1 Liquor License are Sunday - Thursday 6 AM to 1 AM and Friday & Saturday 6 AM to 3 AM.

**KEY ISSUES:** A copy of the application and lease is on file in the Village Manager's Office.

**ALTERNATIVES:**

1. Approve the liquor license.
2. Do not approve the liquor license.

**RECOMMENDATION:** Action is at the discretion of the Commission

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

**ATTACHMENTS:**

- American Tier 1 Liquor Request

American Tier 1 Hockey, LLC

dba Orbit Ice Arena

615 S Consumers Ave  
Palatine, IL 60074  
630-561-5181

Village of Palatine  
Liquor Commission

December 2, 2020

Dear Commissioners,

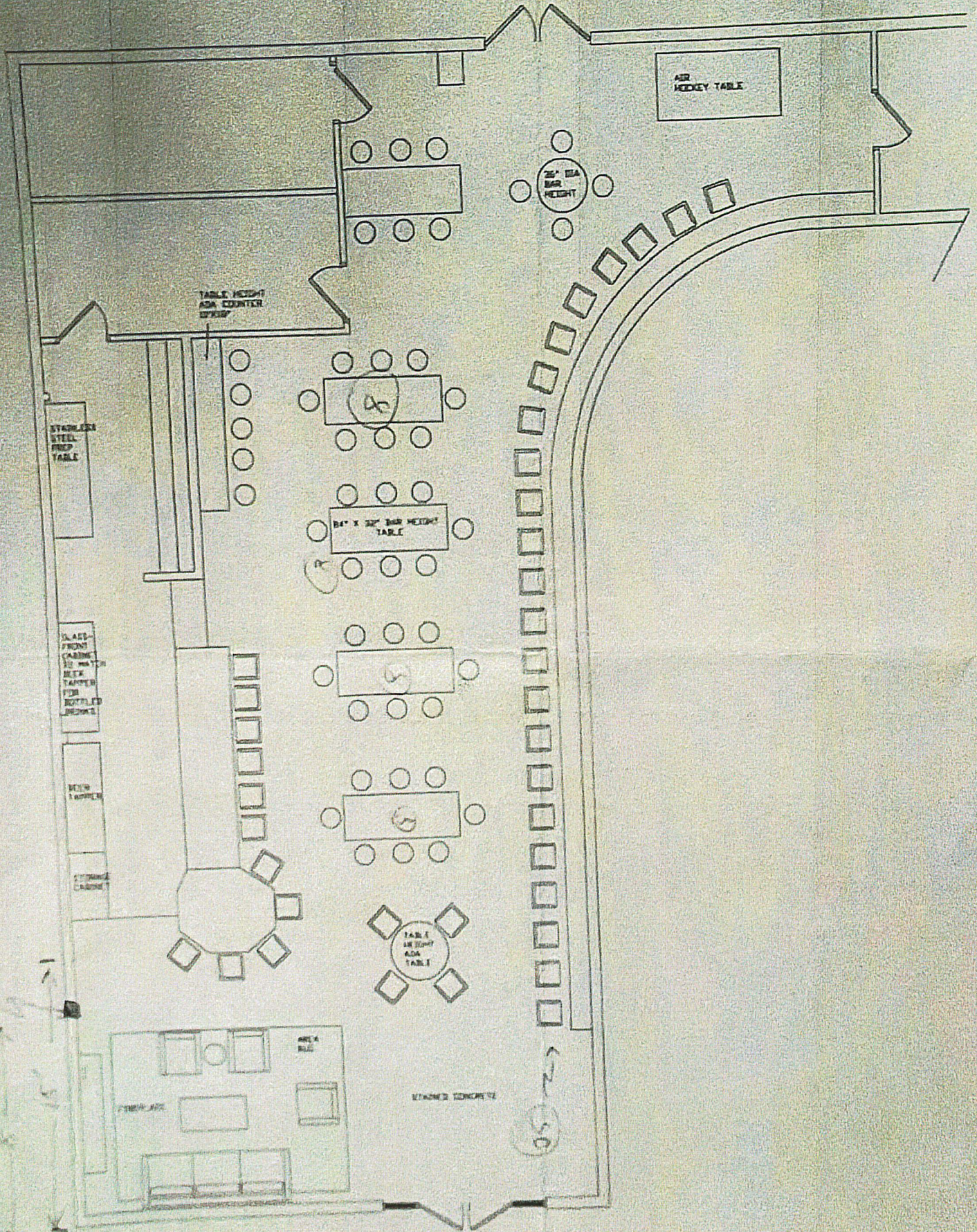
We are requesting that you grant us a new liquor license to continue operating our facility located inside the Orbit Ice Arena at 615 S Consumers Ave, Palatine, IL 60074.

Included with this letter is the required application and additional information.

We look forward to our continued involvement in the community.

Thank you,

**David A Vennetti**  
Managing Member



Custom Remodeling, Inc. / 10000 N. 10th Ave. / Suite 100 / Phoenix, AZ 85020  
Phone: 602.998.1111 / Fax: 602.998.1112

# Area 53

## Favorites

|                     |        |
|---------------------|--------|
| Jumbo Hot Dog ..... | \$3.75 |
| Hot Dog .....       | \$2.50 |
| Large Popcorn ..... | \$3.00 |

## Pizzas

|                     |      |
|---------------------|------|
| 12" Cheese .....    | \$10 |
| 12" Pepperoni ..... | \$12 |
| 12" Sausage .....   | \$12 |

## Kids Pizzas

|                                        |     |
|----------------------------------------|-----|
| 6" Cheese, Sausage, or Pepporoni ..... | \$6 |
|----------------------------------------|-----|

## Consider an Application for a Class E (Temporary) Liquor License for the Palatine Jaycees' 2021 Hometown Fest

### BACKGROUND:

The Palatine Jaycees are requesting a temporary liquor license for the sale of beer and wine at their annual 64th of July festival to be held from July 1 - 5, 2021. This annual festival is held at Community Park. The proposed hours are as follows:

- Thursday, July 1: 3 pm to 10 pm (Last call at 9:45 pm)
- Friday, July 2: Noon to 12 am (Last call at 11:45 pm)
- Saturday, July 3: Noon - 12 am (Last call at 11:45 pm)
- Sunday, July 4: Noon - 12 am (Last call at 11:45 pm)
- Monday, July 5: 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:

- Hometown Fest 2021 Application Redacted



November 15, 2020

Susan Storelli  
Village of Palatine  
200 E Wood St  
Palatine, IL 60067

Dear Susan,

On behalf of the Palatine Jaycees, we would formally request the needed Village approvals to hold the 64th Annual Palatine Jaycees Hometown Fest. The festival will take place at Community Park in Palatine. It is scheduled to begin on Thursday, July 1<sup>st</sup>, 2021 and will conclude Monday July 5<sup>th</sup>, 2021.

We attended the Park District board meeting on November 10<sup>th</sup>. The board approved our proposal for Hometown Fest 2021. Attached is the approved permit.

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

Thursday, July 1<sup>st</sup>: 3:00 pm to 10:00 pm (Last call at 9:45 pm)  
Friday, July 2<sup>nd</sup>: 12:00 pm to 12:00 am (Last call at 11:45 pm)  
Saturday, July 3<sup>rd</sup>: 12:00 pm to 12:00 am (Last call at 11:45 pm)  
Sunday, July 4<sup>th</sup>: 12:00 pm to 12:00 am (Last call at 11:45pm)  
Monday, July 5<sup>th</sup>: 12:00 pm to 5pm (Last call at 4:45 pm)

We would like to request that Wood Street be closed between Oak Street and Mozart Street from Monday, June 28<sup>th</sup> in the early morning (approximately 7 am) to Tuesday, July 6<sup>th</sup> 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)

- Sunday July 4<sup>th</sup> Fireworks by Mad Bomber at dusk approx. 9:30 pm
- Saturday July 3<sup>rd</sup> Parade 11:00 am kickoff
- Carnival-
  - Thursday, July 1<sup>st</sup> 1:00-3:00 pm Special Needs Carnival
  - Thursday, July 1<sup>st</sup> 5:00 pm-10:00 pm
  - Friday, July 2<sup>nd</sup> 12:00 pm-12:00 am
  - Saturday, July 3<sup>rd</sup> 12:00 pm-12:00 am
  - Sunday, July 4<sup>th</sup> 12:00 pm-12:00 am
  - Monday, July 5<sup>th</sup> 12:00 pm-5:00pm

**Palatine Jaycees**

P.O. Box 1517, Palatine, IL 60078

Tel: (847) 604-0288 • Info@palatinejaycees.org • www.palatinejaycees.org

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





Alabama  
Arizona  
Arkansas  
California  
Colorado  
Connecticut  
Delaware  
Florida  
Georgia  
Hawaii  
Illinois  
Indiana  
Iowa  
Kansas  
Kentucky  
Louisiana  
Maryland  
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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,

Megan McGaughey

Jenny Levin

Palatine Jaycees  
Hometown Fest 2021 Co-Chairs  
hometownfest@palatinejaycees.org



**Palatine Jaycees**  
P.O. Box 1517, Palatine, IL 60078  
Tel: (847) 604-0288 • info@palatinejaycees.org • www.palatinejaycees.org

Attachment: Hometown Fest 2021 Application Redacted (Jaycees Hometown Fest 2021 - Liquor License)



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

## Hometown Fest 2021 Schedule of Events

### Saturday June 12th, 2021

- Kick-off Kick Ball Tournament

### Thursday June 17th, 2021

- General Meeting: Hometown Fest Pep Rally and Safety Training

### Saturday June 19th, 2021

- Tractor Training
- Organize Park District Shed
- Emergency plan review with HTF committee members
- Pump check

### Wednesday June 30th, 2021

- Kickoff breakfast with HTF committee members
- Setup

### Thursday July 1st 2021 (Fest open to public 3:00 pm to 10 pm)

- Setup is complete
- Kathleen Blanck Memorial Carnival
- Carnival Opens
- VIP Fireworks Experience Raffle Opens
- Scavenger Hunt Opens
- Food and Beverage Sales
- Entertainment

### Friday July 2nd, 2021 (Fest open to public noon-midnight)

- Food and Beverage Sales
- Carnival
- Expo (Day One of Two)
- Scavenger Hunt
- VIP Fireworks Experience Raffle
- Entertainment

### Saturday July 3rd, 2021 (Fest open to public noon-midnight)

- Expo (Day Two of Two)
- Parade
- Hometown Toss
- Food and Beverage Sales
- Carnival



**Palatine Jaycees**

P.O. Box 1517, Palatine, IL 60078

Tel: (847) 604-0288 • info@palatinejaycees.org • www.palatinejaycees.org



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

- VIP Fireworks Experience Raffle Ends and winner announcement
- Entertainment
- Scavenger Hunt

**Sunday July 4th, 2021 (Fest open to public noon-midnight)**

- Food and Beverage Sales
- Carnival
- Entertainment
- Scavenger Hunt
- Fireworks

**Monday July 5th, 2021 (Fest open to public noon-5:00pm)**

- Food and Beverage sales
- Family Day
- Entertainment- Battle of the Bands (tentative)
- Carnival
- Tear Down(start)

**Tuesday July 6th, 2021**

- Tear down complete



**Palatine Jaycees**

P.O. Box 1517, Palatine, IL 60078

Tel: (847) 604-0288 • info@palatinejaycees.org • www.palatinejaycees.org

Attachment: Hometown Fest 2021 Application Redacted (Jaycees Hometown Fest 2021 - Liquor License)

# VILLAGE OF PALATINE

## SPECIAL EVENT PERMIT 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

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

### GENERAL EVENT INFORMATION

Name of Event

Palatine Jaycees Hometown Fest 2021

Exact Address of Event

Community Park- 262 E. Palatine Road, 60067

Type of Event (Check all applicable)



Festival



Run/Walk



Parade



Car Show



Craft Fair



Fireworks



Other

Date(s) of Event

July 1-July 5 2021

Hours of Event

12pm- 12 am

Total Hours (Set-Up - Tear Down)

80

Phone number/website for publication

847-604-0288 palatinejaycees.org

Estimated attendance

50,000

Last years actual attendance

50,000

Describe the event's community and/or cultural benefit

Annual 4th of July celebration with carnival, food, entertainment, and special events for the comm

### SPONSORING ORGANIZATION INFORMATION

Name of Sponsoring Organization

Palatine Jaycees

Contact person from Sponsoring Organization

Sarah McKillop, 2020 President

Sponsoring Organization Address

PO Box 1517

City

Palatine

Zip

60074

Phone Number

847-604-0288

E-Mail

info@palatinejaycees.org

Website

www.palatinejaycees.org

### ORGANIZER/COORDINATOR INFORMATION

Name of Organizer/Coordinator

Megan McGaughey

E-mail

[REDACTED]

Organizer/Coordinator Address

[REDACTED]

City

[REDACTED]

Zip

[REDACTED]

### EMERGENCY CONTACT INFORMATION

Name of Emergency Contact

Jenny Levin

E-mail

[REDACTED]

Emergency Contact Address

[REDACTED]

City

[REDACTED]

Zip

[REDACTED]

# VILLAGE OF PALATINE SPECIAL EVENT PERMIT 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

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

## EVENT OVERVIEW

Are you providing/serving food at your event that is considered potentially hazardous, being prepared on-site, or being re-packed and sold in bulk?

☒ Yes ☐ No

Below are some foods exempt from a permit (not all are listed):  
-Pre-packaged, non-potentially hazardous foods (i.e. packaged cookies, chips, crackers, bread, etc.)  
-Non-potentially hazardous, minimally cut, unprocessed fruits or vegetables (i.e. apples, bananas, etc.)

QUESTIONS ON WHAT QUALIFIES AS EXEMPT? CALL (847) 359-9090.

If yes, how many vendors? 12

Each vendor must submit a Temporary Food Event Permit Application 14 days prior to the event. Applications can be found at:  
<http://www.palatine.il.us/events/forms/applications.aspx>.  
Questions? Contact (847) 359-9090. Please see application for full details on what is required.

Are you erecting either: (1) tent(s) larger than 20'x40' (or 800 sq. ft.) or (2) that accommodates more than 100 people or (3) temporary structure(s) (i.e. stage) taller than 2' in height or (4) that will be equipped with temporary electrical power?

☒ Yes ☐ No

If yes, you must submit a Temporary Structure Permit Application 30 days prior to the event. Applications can be found at:  
<http://www.palatine.il.us/events/forms/applications.aspx>.  
Questions? Contact (847) 359-9037. Electric submissions are NOT accepted. Please see application for full details on what is required.

Are you serving alcoholic beverages at your event?

☒ Yes ☐ No

Alcohol vendors must submit a Special Event Liquor License 60 days prior to the event. You must obtain a Special Event Liquor License for each liquor vendor. Applications can be found at:  
<http://www.palatine.il.us/events/forms/applications.aspx>.  
Questions? Contact (847) 359-9031.

Will the event include a Race/Walk or Parade?

☒ Yes ☐ No

If yes, you must complete, Page 3, Section 1.

Will electronic sound amplification equipment or a public address system be used at the event?

☒ Yes ☐ No

If yes, you must complete, Page 3, Section 2.

Are you utilizing any public parking lots, Village streets or other Village property for your event?

☒ Yes ☐ No

If yes, you must complete, Page 3, Section 3.

## ACKNOWLEDGEMENT/SIGNATURE

By signing this document, I certify that the information provided above is correct. I agree to conduct the special event in compliance with all applicable codes, ordinances, laws and the conditions contained in the special event permit.

**Sarah McKillop**

Digitally signed by Sarah McKillop  
Date: 2020.12.03 08:28:22 -06'00'

12/3/2020

Signature of Organizer

Date

Application must include the following documentation

- ☒ Special Event Application (Page 1, 2, 3, 4)
  - ☒ Certificate of Insurance (see Section 5)
  - ☒ Site Plan and/or Race/Parade Route Map
- \*You MUST submit a new site plan or parade/race route on an annual basis.**

APPLICATIONS WITH MISSING INFORMATION WILL NOT BE PROCESSED.

Attachment: Hometown Fest 2021 Application Redacted (Jaycees Hometown Fest 2021 - Liquor License)

# VILLAGE OF PALATINE

## SPECIAL EVENT PERMIT 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

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

Name of Event

Palatine Jaycees Hometown Fest 2021

### SECTION 1: RACE/WALK, PARADE INFORMATION

☐ Not Applicable

Starting Location

Slade and Cedar

Ending Location

Wood and Oak

Approximate Number of Attendees (runners/marchers)

1000

Approximate Number of Vehicles (cars/floats)

70

Location of Assemble (Registration)

Wood and Cedar

Location of Personal Vehicle Parking

Clean Air Parking Lot on Wood Street

Please attach a course map, with location of the staging area, start/finish lines, and water/first aid stations

### SECTION 2: NOISE CONTROL PLAN

☐ Not Applicable

Please attach a Site Plan, with the location of the stages and sound systems, the location and direction of all speakers, and the proximity to residential properties

Amplified sound will be used from: (am/pm)

11am

Amplified sound will be used to: (am/pm)

12am

Describe the sound system(s)

Sound will be controlled by a live sound company, SoundWorks.

Explain how the sound will be controlled and identify the means by which it can be further controlled if necessary:

Bands will play until midnight, no later, sounds will be from band shell only and directed north

The Village has the right to require applicants to revise locations, hours, or plans to control amplified music/speech.

### SECTION 3: PARKING LOT/PROPERTY USAGE/CLOSURE INFORMATION

☐ Not Applicable

Public Parking Lot / Property Intended for "Event"

| Lot Number or Location   | Date of Closure | Time of Closure | Date to Reopen | Time of Reopen |
|--------------------------|-----------------|-----------------|----------------|----------------|
| Village Hall Parking Lot | 6/30/2021       | 6am             | 7/6/2021       | 6am            |
| Village Hall Parking Lot |                 |                 |                |                |
| Village Hall Parking Lot |                 |                 |                |                |

1. No staking in the street or public parking lot is permitted.
2. Only chalk or other Village approved marking is permitted (no spray paint).
3. Any debris/stains must be removed immediately prior to the opening of the street/public parking lot.
4. No structures may be erected on any street/public parking Lot without prior approval/permit.

# VILLAGE OF PALATINE SPECIAL EVENT PERMIT 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

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

## SECTION 4: INDEMNITY/HOLD HARMLESS AGREEMENT

Name of Sponsoring Organization

Palatine Jaycees

Name of Event

Hometown Fest 2021

Date(s) of Event

7/1/2021-7/5/2021

To the fullest extent permitted by law, the Organization hereby agrees to defend, indemnify and hold harmless the Village of Palatine, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in any way accrue against the Village of Palatine, its officials, agents and employees, arising in whole or in part or in consequence of the Event, and/or its employees, and or subcontractors' participation in Event, or which may in any way result therefore. The 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 connection therewith, and, if any judgment shall be rendered against the Village of Palatine, its officials, agents and employees, in any such action, the Organization shall, at its own expense, satisfy and discharge the same.

The Organization expressly understands and agrees that any performance bond or insurance policies required by the Village of Palatine, or otherwise provided by the Organization shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village of Palatine, its officials, agents and employees as herein provided.

The Organization expressly understands and agrees that the Village shall be named as an additional insured party on the insurance policy and that the Organization shall have no permission or authority to engage in the Event until evidence deemed acceptable to the Village has been provided to establish that the Village has been named as an additional insured party on the insurance policy.

**Sarah McKillop**

Digitally signed by Sarah McKillop

Date: 2020.12.03 08:42:15 -06'00'

SIGNATURE

Sarah McKillop

President

12/3/2020

PRINT NAME

TITLE/POSITION

DATE

## SECTION 5: INSURANCE REQUIREMENTS

### INSURANCE REQUIREMENTS

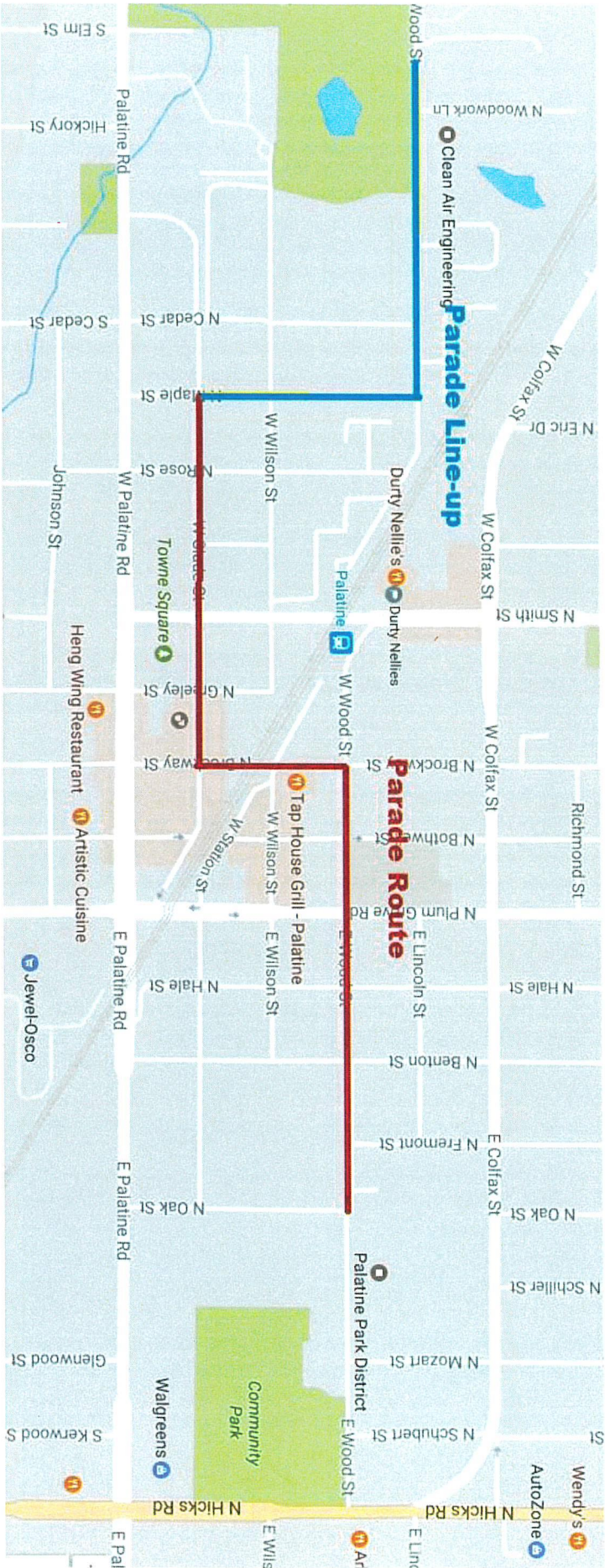
Sponsoring Organization will be required to provide an original Certificate of Insurance evidencing the following insurance minimums:

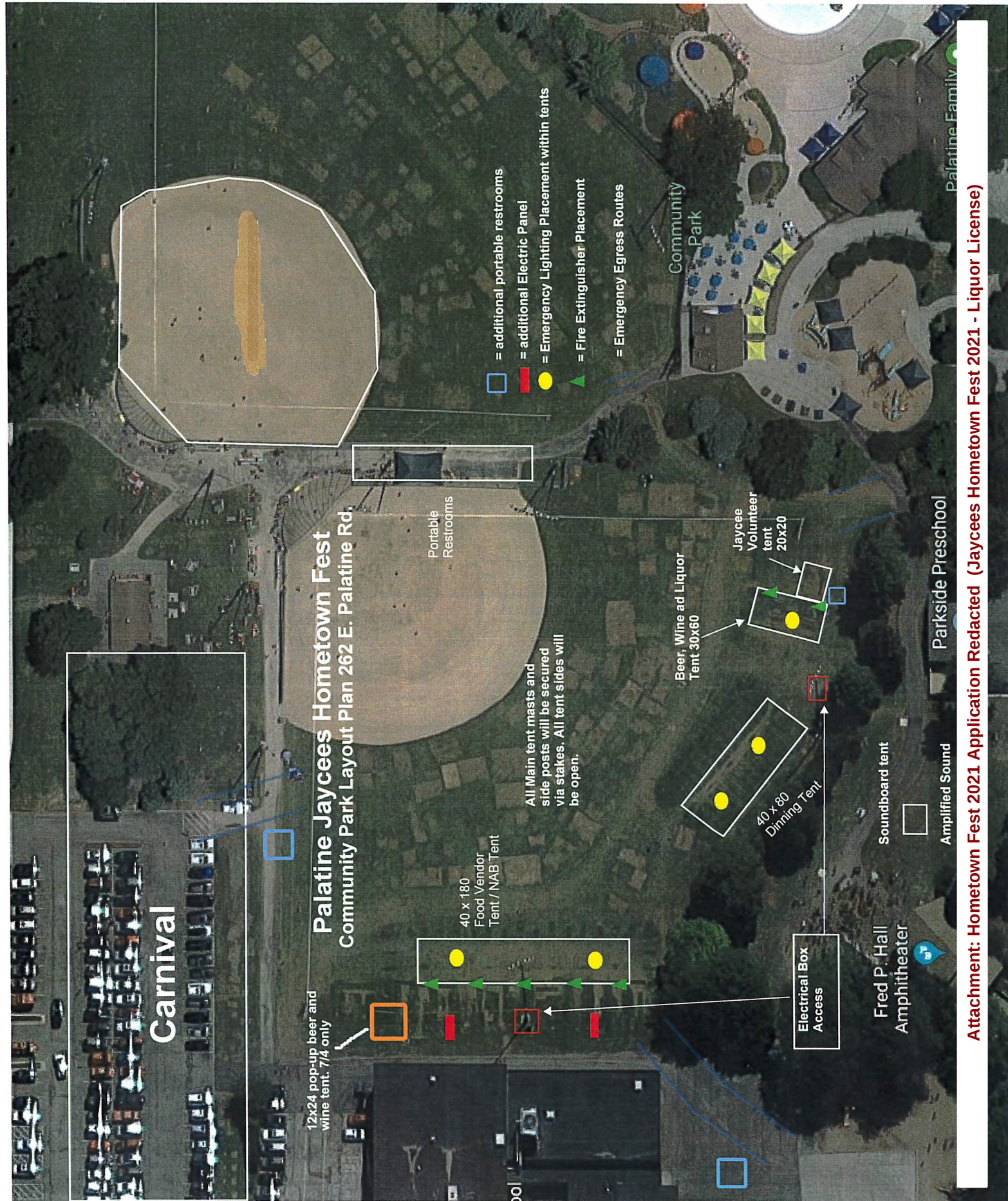
Commercial General Liability - minimum \$1,000,000 per occurrence

Final acceptance of applicant is contingent on applicant naming the Village of Palatine, their employees, agents and officials as additional insured.

Attachment: Hometown Fest 2021 Application Redacted (Jaycees Hometown Fest 2021 - Liquor License)

# Parade Route







# CERTIFICATE OF LIABILITY INSURANCE

3.2.a

DATE (MM/DD/YYYY)

10/22/2020

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).

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

**COVERAGES****CERTIFICATE NUMBER:** 1029341969**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        | <b>COMMERCIAL GENERAL LIABILITY</b><br><input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER:<br><br><b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY<br><br><b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$<br><br><b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below | Y         |          | NN1101969          | 4/1/2020                | 4/1/2021                | EACH OCCURRENCE \$1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000<br>MED EXP (Any one person) \$5,000<br>PERSONAL & ADV INJURY \$1,000,000<br>GENERAL AGGREGATE \$2,000,000<br>PRODUCTS - COMP/OP AGG \$Included<br>Bodily Injury prp Dam \$500 Ded<br>COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$<br>EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$<br>PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$ |
| B        | Liquor Liability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |          | LQRILF144896784003 | 9/1/2020                | 9/1/2021                | General Aggregate \$1,000,000<br>Each Occurrence \$1,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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

Village of Palatine is included as Additional Insured as required by written contract as respects General Liability coverage, terms, conditions and exclusions.

**CERTIFICATE HOLDER****CANCELLATION**Village of Palatine  
200 E Wood St  
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



# CERTIFICATE OF LIABILITY INSURANCE

3.2.a

DATE (MM/DD/YYYY)

10/12/2020

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).

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

**COVERAGES****CERTIFICATE NUMBER:** 2007099702**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        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | Y                            |          | NN1101969          | 4/1/2020                | 4/1/2021                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ Included<br>Bodily injury prp Dam \$ 500 Ded |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                                                          |                              |          |                    |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                                                       |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED <input type="checkbox"/> RETENTION \$                                                                                                                                                                |                              |          |                    |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$                                                                                                                                                                                                                                    |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                              | Y/N <input type="checkbox"/> | N/A      |                    |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                                                            |
| B        | Liquor Liability                                                                                                                                                                                                                                                                                                           |                              |          | LQRILF144896784003 | 9/1/2020                | 9/1/2021                | General Aggregate \$1,000,000<br>Each Occurrence \$1,000,000                                                                                                                                                                                                                |

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

Village of Palatine and Palatine Park District is included as additional insured as required by written contract as respects General Liability policy, coverage, terms, conditions and exclusions. Blood drive at the Palatine Park District (Falcon Park) on 11/21.

**CERTIFICATE HOLDER****CANCELLATION**

Palatine Park District (Falcon Park)  
250 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



## Palatine Park District Special Use Permit

The special use permit application must accompany a park or facility rental agreement form and be submitted with the rental agreement to the park or facility scheduling staff for review. The special use permit application will be forwarded to the office of the Executive Director for review and pending approval. The application must be filed with the Executive Director not less than fifteen (15) business days prior to the scheduled use. The review and pending approval will be determined within seven (7) days after formal filing or after approval by the Park Board of Commissioners where applicable. Special use permit applications will not be accepted in advance of rental reservations. Reservations for shelters are accepted beginning January 2 and pool rentals beginning March 1 of each calendar year. Facility and field reservations are generally accepted six months prior to the intended date of use. ***Applicants for picnic shelter rentals must be at least twenty-one years of age and must provide a current photo ID including date of birth i.e. Driver's license, state ID for all Alcoholic Beverage permits.*** Applications that are illegible or not fully completed will not be considered. In addition, any application found to be inaccurate or untruthful will be automatically denied. If such a determination is found after said use, the Park District may exercise its right to charge in full all applicable fees, process in full any security deposit and/or revoke any future privileges to use Park District parks, amenities and facilities.

**Please indicate the Special Use Permits that you would like to be considered:**

- |                                                                         |                                                                          |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Waiver of fees/deposit              | <input type="checkbox"/> Assembly/protest/service gathering              |
| <input checked="" type="checkbox"/> Fundraising event                   | <input checked="" type="checkbox"/> Display/exhibit on District property |
| <input checked="" type="checkbox"/> Serving alcoholic beverages         | <input checked="" type="checkbox"/> Overnight parking                    |
| <input checked="" type="checkbox"/> Selling alcoholic beverages         | <input checked="" type="checkbox"/> Parades or festivals                 |
| <input checked="" type="checkbox"/> Amplified sound/music               | <input checked="" type="checkbox"/> Artificial lighting                  |
| <input checked="" type="checkbox"/> Use after posted hours of operation | <input type="checkbox"/> Other _____                                     |

Organization/Group Palatine Jaycees

Rental Date June 30th 2021-July 6th 2021

Contact Person Megan McGaughey / Jenny Levin

Time of Rental All Day to \_\_\_\_\_

Address P.O. Box 1517

Facility/Park Requested Community Park

City Palatine

Event Type July 4th Festival w/ carnival, fireworks, entertainment, etc.

State/Zip Illinois 60078-1517

Estimated # in attendance 1,000-5,000

Phone 847-215-2127 / 847-278-2125

E-Mail hometownfest@palatinejaycees.org

I will indemnify and hold harmless the Palatine Park District from any and all claims, demands, actions, or suits arising out of or in connection with rental. I certify that the information I provided in this contract is correct to the best of my knowledge and I further understand that if any information is found to be false I may forfeit my fee and/or deposit. I, as the authorized renter, have read, understand and accept all of the information stated on this contract, in its entirety, and agree to abide by it.

Applicant Signature Megan McGaughey

Date 10/27/2020

Executive Director Approval [Signature]

Date 11/23/2020

Updated 1-25-2017

Attachment: Hometown Fest 2021 Application Redacted (Jaycees Hometown Fest 2021 - Liquor License)



## **Palatine Emergency Management Agency**

Team Coordinator Ed Kemper  
39 E. Colfax Street • Palatine, IL 60067  
6320

Phone: (847) 359-9056  
Fax: (847) 202-

### **Special Event Coordinators,**

We welcome and support your special event in Palatine and will do whatever we can to ensure you have a safe and successful event. To that end, we have attached a sample "Emergency Action Plan" to help you prepare for your event. This EAP identifies key members at your event and provides basic instruction on how to deal with certain emergencies including:

- Extreme weather
- Fire / Rescue issues
- Emergency Medical Services
- Law Enforcement issues

Once complete, please do the following:

1. Share a copy of your EAP with your event staff and discuss their roles in case of an emergency.
2. Send a copy (email or fax) of the EAP to [eap@palatine.il.us](mailto:eap@palatine.il.us)

If you have any questions or concerns as you prepare for your special event, do not hesitate to contact us at [specialevents@palatine.il.us](mailto:specialevents@palatine.il.us)

Thank you

Ed Kemper  
EMA Coordinator



# OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN

|                                   |                                    |
|-----------------------------------|------------------------------------|
| EVENT DATE: July 1 – July 5, 2021 | EVENT LOCATION: Community Park     |
| EVENT TIME: Noon- Midnight        | PREPARED BY: Jenny Levin           |
| PRIMARY CONTACT: Jenny Levin      | SECONDARY CONTACT: Megan McGaughey |
| PRIMARY CELL #: [REDACTED]        | SECONDARY CELL #: 508-645-8187     |

## 1.0 GENERAL

The “Palatine Jaycees Hometown Fest” will be held from noon to midnight on July 1, 2020 – July 5, 2020 at Community Park.

## 2.0 PURPOSE

- A. This Emergency Action Plan (EAP) predetermines actions to take in response to an emergency or otherwise hazardous condition during your event. These actions will be taken by event organizers and volunteers.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, fire, medical emergencies, severe weather, lost or missing children or situations where law enforcement is required.
- C. A copy of this EAP should remain available at the location and copies filed with the Village of Palatine.

## 3.0 POTENTIAL EMERGENCY SITUATIONS

The types of emergencies that could potentially occur at this event are:

Excessive heat conditions, severe weather, carnival ride malfunction/rescue, fire, medical emergencies and/or crimes.

## 4.0 BASIC EMERGENCY ACTION PLAN

### A. EAP Event Representative

The EAP event representative will be identified as the primary contact (as listed above) for all communications regarding the event. The EAP event representative should remain on-site and available during the entire event. If an event is scheduled for multiple days and/or there are additional EAP event representatives, the event representatives should be listed under *Section 5.0 Additional Emergency Planning Information*.

### B. Public Information Systems

Disseminating quick, accurate information and instruction are crucial for a safe and orderly evacuation from any venue during an emergency. The EAP event representative should identify how information shall be disseminated. Some methods may include the use of portable bullhorns, public address (PA) systems, and simple calm verbal directions. For this event, information will be disseminated by:

Public Announcement through the amphitheater sound system if necessary, group text message to volunteers and committee members, and verbally to carnival operators and attendees. Will also use Facebook page to notify current and possible attendees of any closure of the Fest.

### C. Emergency Notification

In the event of an emergency, notification will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

### D. Severe Weather

1. Weather forecasts and current conditions should be monitored throughout the event. One source to consider is the National Weather Service's web site at [www.weather.gov](http://www.weather.gov).
2. **Before the event** --- If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or their designee will serve as the weather watcher and will be responsible for monitoring the weather conditions before and during the event. The weather watchers are identified as: Jenny Levin, Megan McGaughey, John Healey and Hannah Meadow.
3. **Before the event** - It is beneficial for the event representative to identify a person or group of people with the authority to cancel or stop the event. The person or group of people that will make the decision to cancel or stop the event are identified as: Jenny Levin, Megan McGaughey, John Healey and Hannah Meadow.
4. **During the event** --- If severe weather occurs during the event including, but not limited to, a severe thunderstorm warning, lightning present following the 30-30 rule, or other hazardous weather, the EAP event representative will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter. The location of the shelter is identified as Village Hall Basement located at 200 East Wood Street, Palatine, IL 60067.

5. **Lightning** – If the event is hosted near any of the Palatine Park District's 22 parks equipped with the "Strike Guard" lightning warning systems, all event staff should be trained on the significance of the early warning detectors (See attached information sheet). If the event is hosted anywhere else, the event staff will follow the 30---30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.
6. **Wind Gusts** – If sustained and gusting winds are above 15 MPH, the EAP event representative will deflate any inflatable rides and check and secure tents.

#### E. **Fire**

Should an incident occur that requires the Fire Department, please contact 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with call-back number.

#### F. **Medical Emergencies**

As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are temperature related (i.e. excessive heat or cold) as well as routine medical and traumatic injuries. Should an incident occur that requires emergency medical services, please contact 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with call-back number.

#### G. **Lost or Missing Children**

Should a child be found separated from their parent or guardian, or a missing child be reported, the following steps will be taken:

1. **Prior to Event** – Publicize the Jaycee Member Tent as the meeting location for separated families. Post signage at the Jaycee Member Tent designating it as such.
2. **Lost Child** – Should Jaycee personnel notice a child separated from their group, notify the Primary Contact immediately and escort the child to the Jaycee Member tent. The Primary Contact will assist the child to contact the parents, or determine if it is necessary to page the parents through the live music sound system to come to the member tent.
3. **Missing Child** – Should a parent approach Jaycee Personnel that they are unable to find their child, the Primary Contact should be notified immediately. The Primary Contact will obtain a description of the child and notify all staff to remain observant for a child matching the description, no names are to be shared. If the child is not located after 15 minutes, the Primary Contact will notify Law Enforcement.

#### H. **Law Enforcement**

Should an incident occur that requires the Police Department, please contact 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with call-back.

#### I. **Emergency Vehicle Access**

Access for emergency vehicles will be maintained at all times. Fire lanes and fire hydrants shall not be obstructed. Participants and spectators will be directed to park in approved areas.

- Parking for vendor and staff vehicles will be located at 340 East Palatine Rd 60067
- Parking for attendee vehicles will located at 340 East Palatine Rd 60067

#### 5.0 ADDITIONAL EMERGENCY PLANNING INFORMATION

Type any additional information below. This may include attaching maps or listing information for additional contacts. If no extra information needs to be provided, please enter "N/A".

See additional Document: HTF 2021 Detailed Emergency Action Plan

**6.0 DISCLAIMER**

This EAP is designed to assist event organizers in planning and supervising outdoor special events. The Village of Palatine and the Palatine Emergency Management Agency will not undertake supervision of your outdoor special event.

# HOMETOWN FEST 2021 – EMERGENCY ACTION PLAN

## I. EMERGENCY DIRECTORS

Name: Jenny Levin and Megan McGaughey

Title: Co-Chair's

Telephone No: 847-373-0165 & 502-645-2197

## II. TYPES OF REPORTABLE EMERGENCIES

All of the following situations, as well as other emergencies, are possible threats to the safety of volunteers and festival patrons.

- Severe Weather
  - Storms, tornado, etc.
- Fire / Rescue Issues
- Emergency Medical Services
- Law Enforcement Issues
- Lost Child

An occurrence of any emergency situation should be reported immediately to the committee head of that location (Names listed below) as well as the proper authorities. The committee head should immediately contact one or both of the Co-Chairs to initiate any further emergency procedures. **In no case shall any volunteer or committee head jeopardize their own safety. If at any time you are not comfortable with the situation, please contact the co-chairs and / or the nearest Palatine police officer immediately. Your safety is the number one priority!**

## III. ELEMENTS OF EMERGENCY

1. In case of a severe weather emergency the following steps shall be taken. The nearest Weather Shelter is **Village Hall Basement located at 200 East wood Street (map located below).**

Each Committee head will evacuate their responsible location.

- a. Finance members shall be contacted, and all cash boxes shall be given to head of area. Head of area will take them to finance area located at Village Hall (near weather shelter).
- b. FOOD
  - i. Food Committee head will notify all vendors
  - ii. Food committee head will contact police to help evacuation
  - iii. Food Committee head will evacuate to the nearest severe weather shelter and contact co-chairs.
- c. STAGE
  - i. Entertainment committee head will make announcement via stage of evacuation to nearest weather shelter.
  - ii. Entertainment committee head will notify all bands and evacuate stage
  - iii. Entertainment committee head will evacuate to nearest severe weather shelter and contact co-chairs.
- d. BEER TENT
  - i. Beer Committee head will notify all patrons to evacuate to nearest shelter.
  - ii. Beer Committee head will stop selling and lock down all beverages and cash.
  - iii. Beer Committee head will evacuate to the nearest severe weather shelter and contact co-chairs.
- e. VOLUNTEER TENT
  - i. Volunteer Committee head will notify all Jaycee Members to evacuate to nearest shelter.
  - ii. Volunteer Committee head will close any valuables in lock box.
  - iii. Volunteer Committee head will evacuate to the nearest severe weather shelter and contact co-chairs.
- f. EXPO
  - i. EXPO Committee head will notify all vendors to evacuate to nearest shelter.
  - ii. Expo committee head will contact police to help evacuation.

# HOMETOWN FEST 2021 – EMERGENCY ACTION PLAN

- iii. Expo committee head will evacuate to nearest severe weather shelter and contact co-chairs.
- g. ALL REMAINING COMMITTEE'S
  - i. Heads of committee will notify all patrons to evacuate to nearest shelter.
  - ii. Heads of committee will notify all vendors / carnival to shut down and evacuate to nearest shelter. If after KAB Co-Chairs will notify carnival to shut down and evacuate.
  - iii. Heads of committee will contact police to help evacuation if necessary.
  - iv. Heads of committee will evacuate to the nearest weather shelter and contact co-chairs.
- 2. In case of non-weather emergency – All committee heads & volunteers should take the following action:
  - i. Medical emergency dial 911 and /or closest police officer. Never leave the situation, have another staff member go for help if needed.
  - ii. Drunk / Disorderly
    - 1. If in beer tent, sever and sales should contact head, or another basset certified individul to cut them off.
    - 2. Never confront patron by yourself always have (2) members and should contact closes police officer for help if needed. Never leave partner alone have a 3<sup>rd</sup> member contact police.
  - iii. Fight or Physical altercation
    - 1. Do not engage, contact 911 or closest police officer.
  - iv. Lost child
    - 1. Bring child to Volunteer tent. Ensure child is safe and stay with them
    - 2. Have another Volunteer make an announcement on stage.
  - v. Regardless of the situation, contact co-chairs as soon as it is safe to do so.
  - vi. Any incident shall be documented by filling out an incident report. Reports are located at Volunteer tent.

## IV. EMERGENCY CONTACTS PHONE NUMBERS

| Co- Chairs |            |
|------------|------------|
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |

|            |            |
|------------|------------|
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |

|            |            |
|------------|------------|
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |

|            |            |
|------------|------------|
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |

|            |            |
|------------|------------|
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |

|            |            |
|------------|------------|
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |

|            |            |
|------------|------------|
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |

|            |            |
|------------|------------|
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |

|            |            |
|------------|------------|
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |

# HOMETOWN FEST 2021 – EMERGENCY ACTION PLAN

## Finance

## Hometown Toss

TBD

## Family Day

TBD

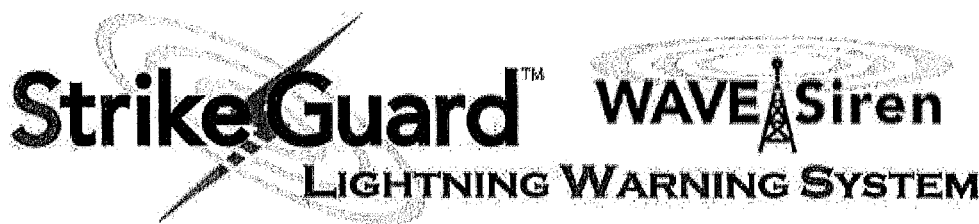
## Glow

TBD

## V. MAP



## Lightning Detection in Palatine Park District Parks



A Lightning Detection System provides early warning of lightning throughout our parks, pools, golf course and stables. The Strike Guard Early Warning System detects and tracks lightning strikes and provides warning when lightning strikes within a 10 mile radius.

When lightning strikes have been detected (no false alarms) within the warning area, the park systems in that zone will provide warning. One long (15---second) siren will sound, and a strobe will flash on the unit. After the Strike Guard System determines conditions are safe, (30 minutes of no lightning) the siren will sound three five---second intermittent blasts and the strobe will go off, providing notice that it is safe to resume activity in this area.

Warning sirens and/or strobes are divided into two zones, one for active parks, and another for passive parks. Active parks will provide lightning warning from 7:00 a.m. to 11:00 p.m., and passive parks from 7:00 a.m. to 8:45 p.m.

Active locations included:

Birchwood Park , Celtic Park, Community Park, Eagle Park, Tom T. Hamilton Reservoir, & Ost Field.

Passive Parks included:

Birchwood South, Cardinal Park, Falcon Park, Finch Park, Juniper Park, Doug Lindberg Park, Maple Park, Oak Park, Osage Park, Palatine Hills, Palatine Stables, Plum Grove Reservoir, Sycamore Park, The Grove, Towne Square, and Willowwood Park.

Familiarize yourself with the warning unit in a park near you. Each location will have signs such as the following explaining the Lightning Procedures. You can hear the sirens by going to the link of the Palatine Park District web site and listening to the take cover and all clear siren tones.

Sirens and strobes will not go off when the parks are closed for the evenings or during none usage winter months.

Be vigilant in monitoring threatening weather and always err on the side of caution. Seek shelter immediately in the event that one or more of the following situations occur:

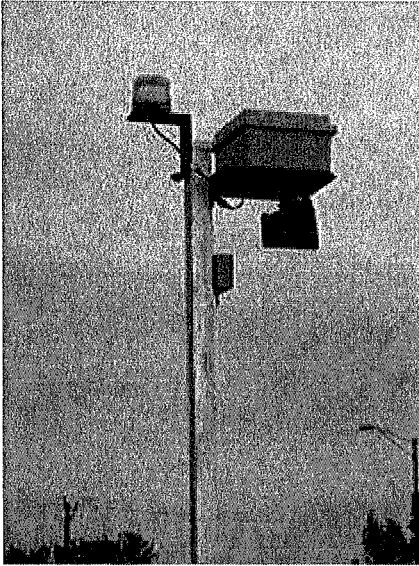
You hear one long siren.

You hear thunder (regardless of siren). You  
see lightning (regardless of siren).

You see the strobe light on when arriving at the park.

No place outdoors is safe when a thunderstorm is near! The **best shelter** from lightning is to be inside a **substantial building**.

- **Avoid** car ports, porches, garages, sheds, tents, baseball dugouts, or under bleachers.
- If no substantial shelter is available, then **seek refuge in a hard topped vehicle**, with the windows up.
- **Stay away** from trees, electrical poles, or other tall objects.
- **DO NOT LIE FLAT ON THE GROUND!** Crouch down on the balls of your feet to create the lowest profile.



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