

VILLAGE OF LOMBARD  
REQUEST FOR BOARD OF TRUSTEES ACTION  
For Inclusion on Board Agenda

\_\_\_\_\_ Resolution or Ordinance (Blue) \_\_\_\_\_ *Waiver of First Requested*  
\_\_\_\_\_ Recommendations of Boards, Commissions & Committees (Green)  
  X   Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: David A. Hulseberg, Village Manager

DATE: May 14, 2013 (B of T) Date: May 16, 2013

TITLE: 98 Yorktown Shopping Center (Splash Expo)- Temporary Special Event

SUBMITTED BY: Department of Community Development

BACKGROUND/POLICY IMPLICATIONS:



The Department of Community Development transmits for your consideration a request approving temporary special event permit to Splash Expo LLC from June 6 through June 17, 2013 on the property located at 98 Yorktown Shopping Center (parking lot north of Fifth Third Bank and south of McDonald's Restaurant) in order to allow the sale of hot tubs.

Staff recommends approval of this request.

Please place this item on the May 16, 2013 Board of Trustees agenda.

Fiscal Impact/Funding Source:

Review (as necessary):

Village Attorney X \_\_\_\_\_ Date \_\_\_\_\_

Finance Director X \_\_\_\_\_ Date \_\_\_\_\_

Village Manager X \_\_\_\_\_ Date \_\_\_\_\_

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



## MEMORANDUM

**TO:** David A. Hulseberg, AICP, ICMA-CM, Village Manager

**FROM:** William J. Heniff, AICP, Director of Community Development *WH*

**DATE:** May 16, 2013

**SUBJECT:** **Temporary Special Event – 98 Yorktown Shopping Center**

### **BACKGROUND**

Splash Expo LLC of Naperville has submitted an application for a Temporary Special Event Permit to be held in the Yorktown Center parking lot north of Fifth Third Bank and south of McDonald's Restaurant (98 Yorktown Shopping Center). The applicant's business is associated with the sale of hot tubs. The hot tubs will be located around and in two tents that will be erected in their parking lot. The anticipated hours of operation will be from 9:00 a.m. to 9:00 p.m. during the event period. Yorktown representatives have signed off on the event.

The temporary special event will run from June 6 through June 17, 2013. According to Section 110.47 of the Lombard Code of Ordinances, Temporary Special Event permits are valid only for up to three days. As such, staff is forwarding this item onto the Village Board for consideration.

### **RECOMMENDATION**

Staff recommends that the Village Board grant a Special Event Permit to Splash Expo LLC for the period of June 6 through June 17, 2013 so that they may hold their temporary special event as described above.

12:17p

Splash Expo

6304287780

p.1

0001/0005

2013 15:55 FAX 630 629 2374

Village of Lombard

ATTN: CURTIS ALLISON



# VILLAGE OF LOMBARD

## TEMPORARY EVENT PERMIT APPLICATION

Date: 05-02-13

Permit No. 13-855

### TYPE OF EVENT REQUESTED:

- 1.  Outdoor Cafe/Food Sales
- 2.  Outdoor Sale or Auction
- 3.  Temporary Special Event
- 4.  Carnival or Circus
- 5.  Seasonal Outdoor Garden Sales

### APPLICANT INFORMATION:

Home Address:  
208 Alpine Dr.  
Schaumburg IL  
60194

- 5. Name Splash Expo / Curtis Allison, GM
- 6. Address 1320 North Route 59 Suite 164
- 7. City Naperville 8. State IL 9. Zip 60563
- 10. Telephone No. 630 428-7727 11. Date of Birth 11-30-74
- 12. Drivers License No. A 425-1167-4340 12a) State IL

### OPERATOR INFORMATION:

- 13. Name SPLASH EXPO LLC
- 14. Address 1320 North Route 59 Suite 164
- 15. City Naperville 16. State IL 17. Zip 60563
- 18. Telephone No. 680 1776-8587
- 19. Principal Place of Business:
  - a) Address 1320 North Route 59 Suite 164
  - b) City Naperville c) State IL d) Zip 60563
  - e) Telephone No. 680 1428-7727
- 20. Is the operator a:  Corporation  Partnership  Single Owner.
- 21. List Information for Officers, Partners, or Owner; use extra sheet if needed:
  - a) Name Kreg Hasse
  - b) Address 13470 North Rd
  - c) City Fenton d) State MI e) Zip 48430
  - f) Telephone No. 810 1577-4951
  - g) Drivers License No. H 200 478-73897 h) State MI
  - h) Sales Tax Identification Number. 45-4389558

Curtis 630-776-8587

Village of Lombard  
Temporary Event Application

**INFORMATION FOR OFFICERS, PARTNERS, or OWNER:**

a) Name Keith Hueffner  
b) Address 316 West Crossing meadows Ln.  
c) City Appleton d) State WI e) Zip 54913  
f) Telephone No. 9201 378-4674  
g) Drivers License No. H1565197846300 h) State WI

d) Name \_\_\_\_\_  
e) Address \_\_\_\_\_  
f) City \_\_\_\_\_ d) State \_\_\_\_\_ e) Zip \_\_\_\_\_  
h) Telephone No. \_\_\_\_\_ / \_\_\_\_\_  
i) Drivers License No. \_\_\_\_\_ h) State \_\_\_\_\_

g) Name \_\_\_\_\_  
h) Address \_\_\_\_\_  
i) City \_\_\_\_\_ d) State \_\_\_\_\_ e) Zip \_\_\_\_\_  
j) Telephone No. \_\_\_\_\_ / \_\_\_\_\_  
k) Drivers License No. \_\_\_\_\_ h) State \_\_\_\_\_

**PROPERTY OWNER/OWNER-AGENT APPROVAL**

I, Jerry Cohen property owner/owner-agent for 203 Yorktown Center, Lombard, IL do hereby grant permission for the Splash Expo (Special Event) to be taken place at the above mentioned location on June 10 11 (Date of Event)

Name: Jerry Cohen  
Address: 203 Yorktown Center, Lombard, IL 60148

Signature: [Handwritten Signature]

\_\_\_\_\_  
Notary Public



Lisa Allison  
May 3, 2013

**EVENT INFORMATION:**

22. Is this event sponsored by a not for profit organization? Yes  Yes  No

22a) If yes, name and address of sponsoring organization:

\_\_\_\_\_

23. Explain the event and list and describe any and all structures to be erected, including buildings, tents, booths, etc.; (2) 30ft X 60ft Tents Fanned, With Water Barrells to Hold Down Tents. 45 Hot Tubs for Display. With 2 of the Tubs filled and Running with 60KW Generator! Tables + Chairs to sit and write up Quotes

\_\_\_\_\_

24. Location of Event Yorktown Center

25. Date(s) of Operation June 6<sup>th</sup> to June 17<sup>th</sup>

26. Hours of Operation 9am to 9pm

27. Anticipated maximum attendance at any one time: 50 persons

28. Name and Address of Property Owner; Yorktown Center  
233 York Township Lombard IL 60148  
630-629-7330

29. Describe the provisions made for sanitary facilities:  
None Needed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

30. Describe the provisions made for security and crowd control:  
None Needed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This 3rd day of May, 20 13

Lisa Allison

NOTARY PUBLIC

Page 4



**APPLICANT MUST FURNISH ALL ITEMS MARKED AT TIME OF APPLICATION:**

\_\_\_\_\_ Evidence of insurance that a public liability and insurance policy shall be in force and effect at the time the temporary event is to be open to or maintained for public access. Said insurance policy shall maintain limits no less than: Comprehensive General Liability, \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The Village of Lombard, its officials, employees and volunteers shall be listed as an additional insured on a primary and non-contributory basis and as certificate holder on the certificate of insurance. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. Workers' compensation and Employers' compensation limits as required by the Labor Code of the State of Illinois and Employers' Liability limits of \$1,000,000 per accident (see section 110.43 of the Code of Ordinances for additional requirements).

\_\_\_\_\_ Cash bond in the amount of \$500 (as per section 110.44).

\_\_\_\_\_ Cash bond in the amount of \$1000 per week (as per section 110.44)

\_\_\_\_\_ Village of Lombard Food Handling Permit No. \_\_\_\_\_

\_\_\_\_\_ Plat of Survey showing location of structures, parking stalls, tents, curb cuts, etc. at the event location.

\_\_\_\_\_ Building plans or drawings showing the location of all exits, sanitary facilities, entrances/exits, fire alarms/life safety equipment, electrical connections to be used, and stages/platforms to be erected.

**APPLICANT MUST DISPLAY ALL ITEMS MARKED AT EVENT:**

\_\_\_\_\_ County Health Permit

\_\_\_\_\_ Village of Lombard Temporary Event Permit.

**FEE:** \_\_\_\_\_ \$50.00 per day.

\_\_\_\_\_ \$20.00 per week.

\_\_\_\_\_ \$150.00 per day for the first 15 attractions, plus \$10.00 per day for each additional attraction.

\_\_\_\_\_ Not for Profit Organization - Waiver of Fee Requested.

**APPROVAL:**

\_\_\_\_\_, Fire Department

\_\_\_\_\_, Department of Community Development

\_\_\_\_\_, Police Department

\_\_\_\_\_, Finance Department (Fee Paid)

\_\_\_\_\_, Village Manager (Waiver of Fee)

SITE PLAN

YORKTOWN CENTER & THE SHOPS ON BUTTERFIELD

INTERIOR ARCHITECTURE  
MARCH 14, 2012

DEPAGE COUNTY, ILLINOIS

PACIFIC RETAIL  
COLLABORATION  
MARCH 14, 2012

