

VILLAGE OF LOMBARD  
REQUEST FOR BOARD OF TRUSTEES ACTION

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

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott R. Niehaus, Village Manager

DATE: July 12, 2023 (B of T) Date: July 20, 2023

TITLE: **Amending Title XI, Chapter 112 – Alcoholic Beverages  
Special Event at The Carlisle – 435 E. Butterfield Road**

SUBMITTED BY: Keith T. Giagnorio  
Local Liquor Control Commissioner  
Village President

BACKGROUND/POLICY IMPLICATIONS:

Attached for your consideration is an ordinance amending Title XI, Chapter 112, Section 112.18(B) of the Lombard Village Code, providing for the service and consumption of alcoholic beverages associated with an outside cocktail party relative to a July 15, 2023, wedding reception.

At the recommendation and permission of the Liquor Commissioner, a consensus was reached, July 12, 2023, to grant the Class J Liquor license prior to the official vote and approval at the July 20, 2023, Board of Trustees Meeting.

The petitioner and staff are requesting a waiver of first reading due to the recent request for approval and consensus to approve.

Please place this item on the July 20, 2023, Board of Trustees agenda for official vote and approval.

FISCAL IMPACT/FUNDING SOURCE:

Review (as necessary):

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

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

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



## MEMORANDUM

**TO:** Scott Niehaus, Village Manager

**FROM:** Keith T. Giagnorio  
Local Liquor Control Commissioner  
Village President

**DATE:** July 12, 2023

**SUBJECT:** **The Carlisle Special Event – Outside Cocktail Party  
435 E. Butterfield**

The Carlisle applied for a Special Event Permit, June 28, 2023, for a one-day, temporary event to host a wedding reception at their establishment and requesting permission to hold a cocktail party outside prior to the wedding reception. The cocktail party will take place under two, thirty (30) foot by fifty (50) foot tents on either side of the carport. The cocktail party will take place for a period of one and one-half (1-1/2) hours prior to the wedding reception. At the conclusion of the cocktail hour, staff will break down both bars and bring all liquor inside the licensed premises where the wedding reception is taking place. There is no consumption of liquor from that point forward outside of the licensed premises.

Since the request was submitted after the June 15, 2023, Board of Trustees meeting and the event date scheduled prior to the next meeting, July 20, 2023, at my recommendation and permission, the Board of Trustees reached a consensus via email, Wednesday, July 12, 2023, to grant the Class "J" liquor license to Carlisle Banquets, Inc. d/b/a The Carlisle, 435 E. Butterfield, prior to an official vote and approval at the July 20, 2023 BOT meeting.

Carlisle Banquets, Inc. d/b/a The Carlisle currently holds a Class "K" liquor license which allows them to serve alcoholic liquor on said premises only by patrons of the banquet hall facilities and does not allow the sale of alcoholic liquor to the general public. The Village Code does not allow alcohol outside the licensed premises without Village Board approval. Village Board previously approved Ordinances 7944 and 7657 in 2021 and 2019, respectively, for the same type of event.

Attached please find an ordinance amending Village Code Title XI, Chapter 112, Section 112.18(B) to allow the service and consumption of alcoholic liquor within the specified area for this temporary special event. The petitioner and staff requested a waiver of first reading to receive an official vote and approval for the class "J" Liquor License.

Should you need additional information, please feel free to contact me.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING TITLE XI, CHAPTER 112, SECTION 112.18(B)  
OF THE LOMBARD VILLAGE CODE IN REGARD TO ALCOHOLIC BEVERAGES,  
PROVIDING FOR THE SERVICE AND CONSUMPTION OF ALCOHOLIC LIQUOR  
IN CONNECTION WITH A TEMPORARY EVENT  
AT 435 E. BUTTERFIELD ROAD ON JULY 15, 2023**

**BE IT ORDAINED** by the President and Board of Trustees of the Village of Lombard, DuPage County, Illinois, as follows:

**SECTION 1:** That Title XI, Chapter 112, Section 112.18(B) of the Lombard Village Code is amended by adding a new subsection (5) thereto, effective *nunc pro tunc*, upon the adoption of this Ordinance through 8:00 p.m. on Saturday, July 15, 2023, which shall read in its entirety as follows:

“(5) In light of the fact that Carlisle Banquets Inc. d/b/a The Carlisle, located at 435 East Butterfield Road, (hereinafter the “Liquor Licensee”), will be holding a wedding reception on July 15, 2023, between the hours of 5:30 p.m. and 8:00 p.m., said Liquor Licensee shall be eligible for a Class “J” liquor license, in addition to the Village liquor license currently issued to the Liquor Licensee, despite the fact that said Liquor Licensee is a for-profit business entity, for the sole purpose of having an outside cocktail party, relative to the wedding reception, which will be confined to two (2) thirty (30) foot by fifty (50) foot temporary tents located adjacent to the main entrance of said Liquor Licensee’s currently licensed premises, to be approved by the Village pursuant to the issuance of a temporary event permit under Chapter 110 of the Village Code. The liquor license to be issued under this subsection (5) may be issued by the Local Liquor Commissioner upon proper application to the Village, and satisfaction of all applicable requirements and conditions by the Liquor Licensee. No liquor license shall be issued under this subsection (5) until such time as the Liquor Licensee obtains the necessary temporary event permit under Chapter 110 of the Village Code and complies with all requirements and conditions thereof, including, without limitation, the insurance, bond and indemnification requirements of Chapter 110 for temporary events. In addition, if such liquor license is issued by the Local Liquor Commissioner under this subsection (5), said Liquor Licensee shall, notwithstanding any other provisions of this Chapter 112, be subject to the following additional requirements:

- (a) The service and consumption of alcoholic liquor shall occur within the building on the premises for which the Liquor Licensee has a valid non-Class “J” liquor license (the “Licensed Premises”) or outdoors, but confined to the two (2) thirty (30) foot by fifty (50) foot designated tents located either adjacent to or ten feet (10’) away from the entrance of the Licensed Premises with the exact location of the tents to be approved by the Village pursuant to an inspection of the premises prior to the event. The East and West tents shall be enclosed on all sides if the location of the tents are ten feet (10’) away from the Licensed Premises, with access thereto solely from the main entrance of the Licensed Premises or the West end of the Westerly of the two (2) tents, so as to allow wedding reception invitees access from the parking lot. If the tents are less than feet (10’) from the Licensed Premises, the Westerly of the two (2) tents will have roped South and West tent sides. The West end of the Westerly of the two (2) tents shall be staffed by the Liquor Licensees’ employees, so as not to allow wedding reception invitees to exit the tents with alcoholic liquor;
- (b) Once the cocktail party, relative to the wedding reception, is over at 8:00 p.m. all alcoholic liquor will be removed from the two (2) temporary tents and taken inside the Licensed Premises. No alcoholic liquor is to be consumed in either of the two (2) tents after the cocktail party, relative to the wedding reception, has ended.
- (c) No more than two (2) alcoholic drinks may be provided to any person at the same time.

**SECTION 2:** That, effective at 8:00 p.m. on Saturday, July 15, 2023, *nunc pro tunc*, Title XI, Chapter 112, Section 112.18(B)(5) of the Lombard Village Code, as set forth in Section 1 above, is hereby repealed, without need for any further action by the President and Board of Trustees.

**SECTION 3:** That this Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed on first reading this \_\_\_\_ day of \_\_\_\_\_, 2023.

First reading waived by action of the Board of Trustees this 20<sup>th</sup> day of July 2023.

Passed on second reading this 20<sup>th</sup> day of July 2023, pursuant to a roll call vote as follows:

AYES: Trustee LaVaque, Puccio, Dudek, Honig, Militello and Bachner

NAYS: None

ABSENT: None

**APPROVED** by me this 20<sup>th</sup> day of July 2023.

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Keith Giagnorio, Village President

**ATTEST:**

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Elizabeth Brezinski, Village Clerk



**Distinctive Banquet Dining**  
435 E. Butterfield Rd. Lombard, IL 60148  
630-960-0210 Fax 630-960-0241

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June 28, 2023

Dear : Village of Lombard and Liquor Commission

Hello, my name is Tina Lattas, an Event Coordinator at Carlisle Banquets, located at 435 East Butterfield Road. We are requesting a special permit to allow the service of alcohol on our property on July 15, 2023. On that day we have a wedding

reception planned at The Carlisle. The cocktail hour portion of the reception is to be held within 2 tents that will be placed on either side of the carport. We are requesting to serve alcohol for a period of only 1.5 hours within this tent. This would be an open bar with no money being exchanged. Guests with alcoholic beverages will be confined to areas within the tents or within the Carlisle building itself, by uniformed Carlisle staff placed at all exits. Further, there will be only professional bartenders serving drinks on the east end of the tent behind 2 portable bar set-ups. Please note, it is our company policy that we only serve 2 drinks per person at one time. Once cocktail hour is completed the portable bars will be broken down and all alcohol will be removed and taken inside the building. From then until the end of the reception, any bar hours will continue within the Carlisle building as per usual. We have complied with the necessary insurance request from the Village of Lombard. The bride and groom have attended many of their friend's events here and fell in love with the idea of the outdoor tents for their cocktail reception. I know this was major factor in their to decision to bring their wedding to the Carlisle as opposed to another venue in another city. We would very much appreciate approval for the tents, so we can give this couple the wedding of their dreams!

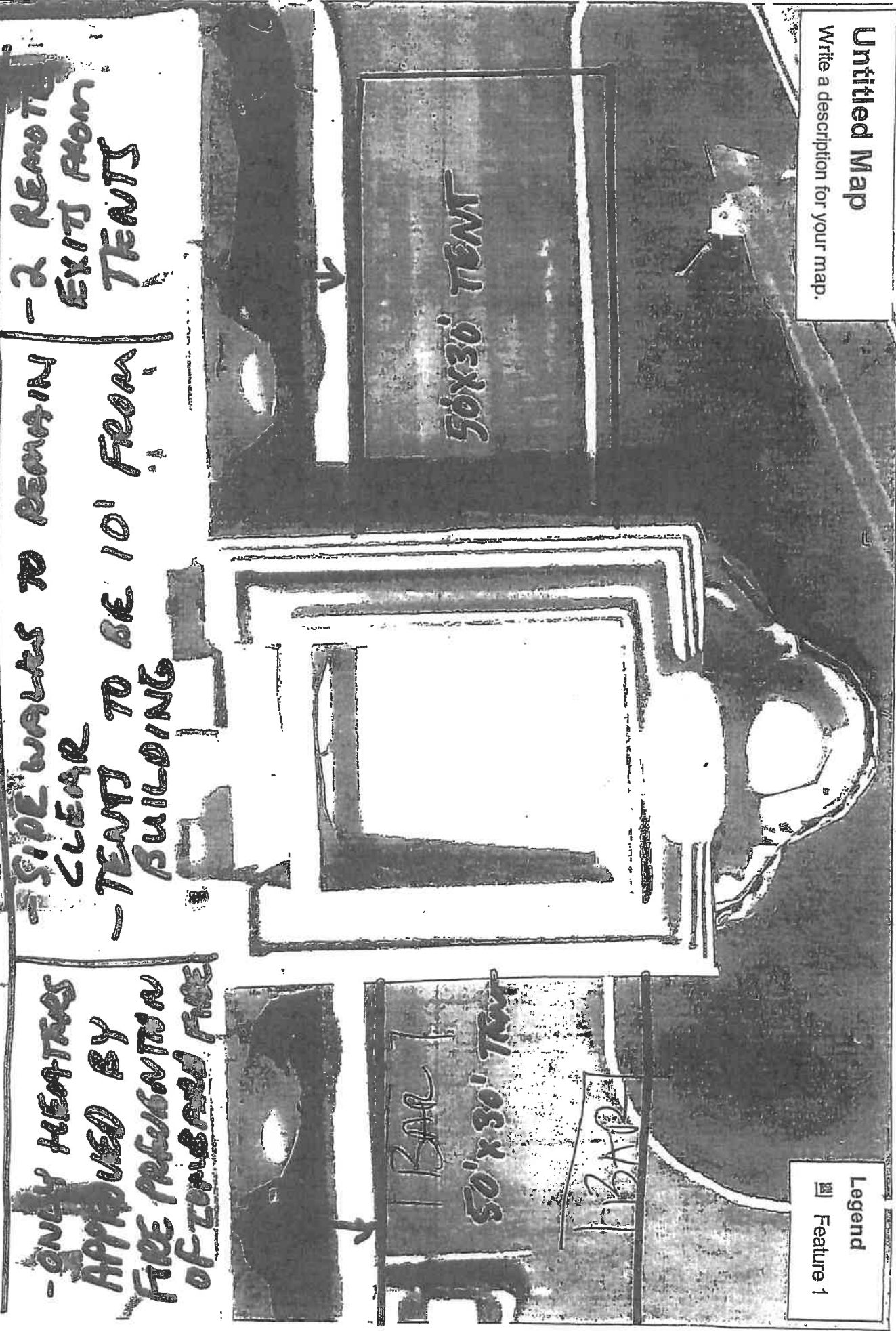
Thank You,

Tina Lattas  
Event Coordinator  
Carlisle Banquets

# Untitled Map

Write a description for your map.

Legend  
Feature 1



- 2 REMOTE EXITS FROM TENTS

- PIPE WALLS TO REMAIN CLEAR  
- TENTS TO BE 10' FROM BUILDING

- ONLY HEATERS APPROVED BY FIRE PREVENTION OF COMBUSTIBLE FIRE

## NOTE:



The Applicant or Operator agrees upon receipt of a permit to hold harmless the Village of Lombard its officers, agents, employees, representatives, and their assigns from any and all claims.

I, Vasilios Apostol the  
General Manager for the proposed operator  
of the temporary event, hereby declare, under oath that the statements  
made herein are true and correct to the best of my knowledge and belief. I  
understand that:

1. Any incorrect or fraudulent statement made in this application constitutes sufficient grounds for the immediate suspension and/or revocation of the temporary event permit issued by the Village of Lombard;
2. As a condition of the temporary event permit, the Police Department, Fire Department, as well as other authorized officials of the Village of Lombard, are granted free access to the grounds of the temporary event, and to all booths, tents, buildings, and other structures erected for or used in conjunction with the temporary event, to inspect and enforce compliance with the provisions of the temporary event permit and the Village of Lombard code; and
3. The applicant, owner(s) and operator(s) agree to contact the Village of Lombard, Community Development, Building Division at (630) 620-5750 to schedule all required inspections for the temporary event prior to the start of the temporary event.

The applicant, owner(s) and operator(s) agree upon receipt of a permit to indemnify, defend and hold harmless the Village of Lombard, its officers, agents, employees, representatives, and their assigns, from any and all claims, lawsuits or other liabilities directly or indirectly arising from, in consequence of, or in reference to the permit granted. In connection with any such claims, lawsuits, or liabilities, the Village, its officers, agents, employees, representatives, and their assigns, shall have the right to defense of counsel of their choice. The applicant, owner(s) and operator(s) shall be solely liable for all costs of defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, or liabilities.

Signature(s) of Applicant(s):

(Sign Name)

Vasilios Apostol

(Print Name)

Vasilios Apostol

(Sign Name)

George Lattas

(Print Name)

George Lattas







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/22/2023

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> Afina Insurance Advisors Inc. 1S660 Midwest Road Suite 330 Oakbrook Terrace IL 60181	<b>CONTACT NAME:</b> MaryAnn Marcin <b>PHONE (A/C, No, Ext):</b> (630) 524-3090 <b>E-MAIL ADDRESS:</b> mmarcin@afinainsurance.com	<b>FAX (A/C, No):</b> (630) 524-3046
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Carlisle Banquets, Inc. 435 E. Butterfield Road Lombard IL 60148	<b>INSURER A:</b> Owners Insurance Company <b>INSURER B:</b> Auto Owners Insurance Co <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	<b>NAIC #</b> 32700 18988

**COVERAGES**      **CERTIFICATE NUMBER:** CL2362217033      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	07232982	01/31/2023	01/31/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$	
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		5023298200	01/31/2023	01/31/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED      RETENTION \$ <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$ AGGREGATE \$ \$	
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	A106566406	01/01/2023	01/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Liquor Liability		07232982	01/31/2023	01/31/2024	Each Common Cause \$1,000,000 Aggregate \$1,000,000	

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

Re: Outside Tent for July 15, 2023 wedding | Liquor to be Served Outside from 5:30-7:00pm  
The Village of Lombard, its officials, employees and volunteers are included as additional insureds on a primary and non-contributory basis with respect to the general liability.

<b>CERTIFICATE HOLDER</b>  The Village of Lombard 255 E Wilson Avenue  Lombard IL 60148	<b>CANCELLATION</b>  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  