SPECIAL COMMITTEE OF THE WHOLE

Monday, May 18, 2015
immediately following
City Council Meeting at 7pm

City Hall Council Chamber
109 James Street
Geneva, IL 60134

1. Call to Order

2. Items of Business

3. New Business

4. Upcoming Meetings:
   • Regular Committee of the Whole on Tues., May 26, 2015 at 7pm

5. Closed Session on Collective Negotiating Matters Between Public Employees and Their Employers.

6. Adjourn
**AGENDA ITEM EXECUTIVE SUMMARY**

<table>
<thead>
<tr>
<th>Agenda Item:</th>
<th>Onesti Proposed Concert Event at Kane County Government Center/Gunnar Anderson Forest Preserve July 17, 18, &amp; 19, 2015 (MIGFest)</th>
</tr>
</thead>
</table>
| Presenter & Title: | Mary McKittrick, City Administrator  
Cathleen Tymoszenko, Economic Development Director |
| Date: | May 14, 2015 |

**Please Check Appropriate Box:**

| Committee of the Whole Meeting | X Special Committee of the Whole Meeting |
| City Council Meeting | Special City Council Meeting |
| Public Hearing | Other - |

| Estimated Cost: | ~$10,700 |
| Budgeted? | YES X NO |

*If NO, please explain how the item will be funded:*

See staff recommendation below.

**Executive Summary:**

Attached is a timeline of contact information and supporting documentation relative to the event application from Ron Onesti Entertainment for a three (3) day concert series proposed for July 17, 18, & 19, 2015 to be held at the Gunnar Anderson Forest Preserve adjacent to the Kane County Government Center. Mr. Onesti is requesting financial relief for an estimated cost of $10,700 for public safety (fire and police) services. The City Administrator/Budget Officer does not support public funds being used for this purpose based on the following:

- The Governor has indicated that the State will take General Fund revenues from municipalities in the near future. We do not know how much or how soon but the current recommendation would be the equivalent of ~$1 million, thus affecting our General Fund reserves and/or expenditures.
- The FY15-16 budget has reserves that are slightly less (23% or 84 operating days) than City Council policy of 25% or 90 operating days. A donation to the event would come from General Fund reserves.
- The City has not contributed in kind services to special events except for the four (4) Chamber (not for profit) sponsored festivals (Swedish Days, Art Fair, Festival of the Vine, Christmas Walk). The Concours d’Elegance is a not for profit but DOES pay for City services associated with that festival. The MIGFest concert event is for profit. As such this action sets precedent for future requests from all for profit and not for profit organizers for City funding.

Further, Mr. Onesti is requesting a temporary liquor license from the City. An application has been received from Michael Oleson of Stockholm’s. The liquor license is administered by the Liquor Commissioner. This is informational only and not part of the business item for the COW agenda.

**Attachments: (please list)**

- Timeline of contacts/ activities
- Various correspondence
- Event applications
- Miscellaneous documentation regarding the event

**Recommendation / Suggested Action: (briefly explain)**

Staff recommends denial of the request for financial assistance for the Onesti Concerts/MIGFest proposed to be held on July 17, 18 & 19, 2015 at Gunnar Anderson Forest Preserve/Kane County Government Center.
Onesti Special Event City Staff Review Timeline

February 5, 2015
Mayor Burns asked CA McKittrick to contact the Forest Preserve to discuss a proposal from Onesti Entertainment for a concert at Gunnar Anderson Forest Preserve behind the KC Government Center.

February 18, 2015
City, County and Forest Preserve staff met to discuss jurisdiction questions pertaining to use of public property, liquor licensing and ticket sales. Jurisdictions were determined.

February 19, 2015
City staff forwarded special event application to Onesti Entertainment.

March 2, 2015
Onesti met with City staff to complete special event application form. Form was distributed to all departments for review and comment the following day.

March 11, 2015
Staff review comments were sent to Onesti Entertainment.

April 10, 2015
Mr. Onesti called CA McKittrick to discuss staff review comments and provide more information.

April 17, 2015
Mr. Onesti was sent an email to inform him of the date conflict with GCA Shakespeare in the Park.

April 20, 2015
City received Onesti response letter.

April 22, 2014
City staff participated in a phone conference with county and Forest preserve to discuss status. County advised that event would not be recommended by staff to Administrative Committee.

April 24, 2015
City met with Onesti to discuss outstanding issues.

May 6, 2015
Mr. Onesti met with Police and Fire Chief to overview public safety needs.

May 11, 2015
Alderman Simonian discussed event at COW

May 13, 2015
Use of County Parking lot approved by Kane County administrative committee. City provided with a revised event detail sheet. City sent a letter outlining next steps.

May 15, 2015
City received a revised event application and a request for consideration of City participation.
City of Geneva, Illinois
Special Event Application
August 2014

Thank you for considering the City of Geneva as you plan a special event. Per the City Code, City Council approval is required to use public "right of way" and public property for special events. Please refer to the Special Event Policy and Procedures while completing this application. Some low impact events can be approved administratively, using the "short" form, also found on the City website. This application is to be used for larger events, including:

1) City designated Festivals and multi-day events
2) Events with alcohol
3) Walk/Runs not on the City's pre-approved routes
4) Events with medium to high threat to public safety

Special Event Applications should be approved by the City Council 60 days in advance of the event. Please note that requests for services, and/or changes to initial approved event applications, are not guaranteed for approval. The City will provide services during the course of regular business operation if we can. If overtime or additional City resources are required or damage is incurred to City property, your organization is obligated to pay for those services. You may be asked to make some changes based on the City's availability of staff to provide services and/or scheduling of other events.

- Police services (street closures, use of parking spaces, barricades, etc.), must be coordinated with Commander Eric Passarelli; call him at (630) 232-4736. If a street closure is requested, organizers are asked to inform affected property owners prior to consideration of the request.
- Fire Department or Emergency Medical Services (EMS), must be coordinated with Deputy Fire Chief Mark Einwich; call him at (630) 232-2530.
- If you are requesting a special event liquor license, or tent permit, please submit those forms with this application and they will be routed to the appropriate departments, along with this approval request.

Your application should include the following:

- Event information including your request for city services, site plan and/or route
- Hold harmless agreement on your organization's letterhead (sample language attached)
- Sample waiver used by participants, if applicable
- Certificate of insurance naming the City, with level of coverage according to these levels of hazard, as identified in the City's Special Event Policy.

Low Hazard: a minimum of $300,000 per occurrence and/or aggregate limit of liability for personal injury, bodily injury and property damage.

Medium Hazard: General Liability shall not be less than $500,000 per occurrence if alcohol is NOT to be served; and no less than $1,000,000 if liquor license(s) are an event component.

Received Mar 2 2015
**High Hazard** – Limits of general liability shall not be less than $1,000,000 per occurrence and/or aggregate combined single limit for personal injury, bodily injury and property damage.

**Special Hazard** – To be reviewed on an individual basis, but in no instance shall the insurance required be less than that required for High Hazard events.

For any private property, you must have permission of the property owner. This includes property owned by other taxing bodies such as:

- Geneva Public Library, (630) 232-0780
- Geneva Park District, (630) 232-4542
- Fox River Bike Trail, Jim Eby of the Batavia Park District, (630) 879-5235, ext. 2011
- Kane County Government, Mary Remiyan, (630) 232-5973
- Kane County Forest Preserve District, (630) 232-1242
- Geneva School District 304, (630) 463-3000
- Geneva Post Office, (630) 232-6262

**EVENT INFORMATION**

A. **Name of Event:** Arcada Theatre Road Show

B. **Name of organization staging event:** OneSt Entertainment Corporation
   Address: 105 E. Main Street  
   City: St. Charles  
   State: IL  
   Zip: 60174  
   Phone:  
   web: http://www.oshows.com  
   Is the organization registered with the State of Illinois as a non-profit organization?  yes  no

C. **Name of the applicant:** Ron O'nesti  
   Relationship to the organization?  owner
   Are you 18 years or older?  yes  no
   Work phone: 773-908-5535  
   Home phone:  
   Email: ron@oshows.com  
   Address: 105 E Main Street  
   City: St. Charles  
   State: IL  
   Zip: 60174

D. If other than (B) above, who will be the City's main contact?
   Main contact:  
   Relationship to the organization:  
   Work phone:  
   Cell phone:  
   Home phone:  
   Email:  
   Address:  
   City:  
   State:  
   Zip:  

E. **Type of event (check all that apply):**
   - [ ] Festival/Fair
   - [ ] Parade/March  
   - [X] Concert  
   - [ ] Race/Walk/Bike Ride  
   - [ ] Carnival  
   - [ ] Other:  

F. **Description of the proposed event:** outdoor music and food festival
G. Site of the Proposed Event: Kane County Government Center grounds

H. Event Details:
   Event start time: Date July 17
   Event finish time: Date July 17
   Time Noon
   Time 11am
   Is the event one day or multiple? ☑ One Day
   Is the event in one location or multiple? ☑ One Location
   Possibility of More Events June-Aug

   What, if any, is chosen for a rain location on the original date? Arcada Theatre, 105 E. Main St., St. Charles, IL
   What, if any, is chosen for a rain date?

   Is this an annual event? ☑ yes ☐ no
   Is the event a fundraiser? ☐ yes ☑ no Beneficiary: 
   Registration/Entrance Fee: ☑ yes ☐ no Amount: $20 - 50 per person

I. Estimated attendance (max per day): 5000

J. Is the event on public or private property? Please check all that apply:
   a. ☐ City sidewalk ☑ City streets ☐ Parking spaces ☑ City parking lots
      (if yes to any, be sure to provide details in section M)
   b. ☑ Private property
      If so, owned by whom? Kane County and Kane County Forest Preserves
      Please identify by address or street corner:

K. Do you use a liability release form or signed waiver? ☐ yes ☑ no If yes, please attach.

L. Does your event require signage? (Note: All signs associated with your special event should be included in application for approval. Such signs shall comply with the temporary sign regulations in section 11-12-7B of Zoning Ordinance)
   ☑ yes ☐ no

   If yes, please describe signage type and location of each: Directions and 

M. Submit a detailed explanation, including drawings, site plan, and diagrams where applicable, of your plans to provide for the following City services, if requested. (Notate the map/site diagram in section N as needed)
### Requested City Services

<table>
<thead>
<tr>
<th><strong>Does your event require the use of city sidewalks?</strong></th>
<th><strong>Details</strong> Describe where and why the service is needed. Indicate needs on a site diagram, either in Section N, or attach a map.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes ☑ No</td>
<td><strong>Where?</strong> Please map in Section N or attached site plan. <strong>Normal Foot Traffic</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Does your event require the use of city parking lots?</strong></th>
<th><strong>Details</strong> Describe where and why the service is needed. Indicate needs on a site diagram, either in Section N, or attach a map.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes ☑ No</td>
<td><strong>Which lots?</strong> Please map in Section N or attached site plan. <strong>Overflow Lot</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Does your event require closure of any on-street parking spaces?</strong></th>
<th><strong>Details</strong> Describe where and why the service is needed. Indicate needs on a site diagram, either in Section N, or attach a map.</th>
</tr>
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<tbody>
<tr>
<td>☑ Yes ☐ No</td>
<td><strong>For what use?</strong> (for example, trolley, tent, other?) <strong>Which spaces?</strong> Please map in Section N or attached site plan. <strong>On Jane City No Foam Christmas Site</strong></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th><strong>Does your event have a plan for vehicle access and parking facilities?</strong></th>
<th><strong>Details</strong> Describe where and why the service is needed. Indicate needs on a site diagram, either in Section N, or attach a map.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Yes ☐ No</td>
<td><strong>Please explain need for &quot;No Parking, Detour, &amp; Road Closed&quot; signs and include a site plan.</strong></td>
</tr>
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</table>

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<thead>
<tr>
<th><strong>Do you wish to use the front lawn of the Kane County Courthouse on 3rd St.?</strong></th>
<th><strong>Details</strong> Describe where and why the service is needed. Indicate needs on a site diagram, either in Section N, or attach a map.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Yes ☐ No</td>
<td><strong>Contact Kane County for permission at</strong> (630) 232-5973, include documentation of your County approval.</td>
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</table>

### If you would like barricades or traffic cones, please identify the intersection, date and time:

<table>
<thead>
<tr>
<th><strong>Intersection</strong></th>
<th><strong>N/S/E/W</strong></th>
<th><strong>Dates</strong></th>
<th><strong>Times</strong></th>
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### If you are requesting a street closure, please fill in the following information and submit a map along with this application.

<table>
<thead>
<tr>
<th><strong>Street Name</strong></th>
<th><strong>From</strong></th>
<th><strong>To</strong></th>
<th><strong>Dates</strong></th>
<th><strong>Times</strong></th>
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<td>Are you requesting Police services?</td>
<td>Please provide details here:</td>
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<td>Yes  []  No  [ ]</td>
<td>Security</td>
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<td>Barricades placed?</td>
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<td>Crowd control</td>
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<td>Street closure</td>
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<td>Crossing assistance</td>
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<td>Other?</td>
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</table>

If you would like street crossing assistance, please identify the intersection, date & time:

<table>
<thead>
<tr>
<th>Across what street</th>
<th>At what cross street</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>For ex: Route 38</td>
<td>@ River Lane</td>
<td>5/2/2012</td>
<td>9am - 10:30am</td>
</tr>
<tr>
<td>123</td>
<td>345</td>
<td>7-17</td>
<td></td>
</tr>
</tbody>
</table>

Event Details

Clean Up & Waste Disposal -

Yes  [ ]  No  [ ]

Identify your procedure - who and how.

Will you use a tent?

Yes  [ ]  No  [ ]

If yes, what is the size of the tent?  ____  s.f.

Will the tent be on:

Private Property  [ ]  Public Property  [ ]

Details describe where and why the service is needed, and if indicated on an attached map

Contact Elyse at Advance Disposal (City provider) to arrange for special services, (630) 762-7565, or elyse.kowal@advanceddisposal.com

Tents larger than 400 s.f. with sidewalls require a permit, per national fire code. Large tents placed into public ROW via "stakes" require tent anchors to be installed in the pavement. NO stakes can be driven into City right-of-way without prior permission from the City of Geneva via a ROW permit. Describe your tent and stake use plans below and indicate where you wish to place the tent on your site diagram in Section N.

When will tent be set up?  **7/16/15**

(Please plan for tent set up no earlier than one day prior to the event and tent tear down, within a day of the event)

How will tent be secured?  (Contact JULIB whenever use of stakes has been approved)

pop-up  [ ]  stakes  [ ]  barrels  [ ]  weights  [ ]  permanent anchors  [ ]
<table>
<thead>
<tr>
<th>Question</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will you use a stage?</td>
<td>If yes, please map on your site diagram in Section N.</td>
</tr>
<tr>
<td>✘ Yes □ No</td>
<td></td>
</tr>
<tr>
<td>Is noise control and abatement needed?</td>
<td>By signing this application, you agree to adhere to the City Noise Ordinance, Title 5, Chapter 3.</td>
</tr>
<tr>
<td>✘ Yes □ No</td>
<td>120db</td>
</tr>
<tr>
<td>Are you intending to sell merchandise outside?</td>
<td>If yes, where?</td>
</tr>
<tr>
<td>✘ Yes □ No</td>
<td>□ Is this private property? ✘ Is this public property?</td>
</tr>
<tr>
<td>Are Itinerant or Transient Merchant Licenses needed?</td>
<td>If merchandise is to be sold by any vendor who does not already operate a licensed business in the City (itinerant merchant), or by an existing business operating in a location other than their normal place of business (transient merchant), list these businesses and provide the Illinois Business Tax Number (IBT#) for the business. Please use a separate sheet if necessary. If the list is not yet known, please advise when you will be able to submit to the City.</td>
</tr>
<tr>
<td>✘ Yes □ No</td>
<td></td>
</tr>
<tr>
<td>Are connections to the City water utility needed?</td>
<td>Where and for what purpose?</td>
</tr>
<tr>
<td>✘ Yes □ No</td>
<td></td>
</tr>
<tr>
<td>Are connections to the City electric utility needed?</td>
<td>Where and for what purpose?</td>
</tr>
<tr>
<td>✘ Yes □ No</td>
<td></td>
</tr>
<tr>
<td>Insurance and bonding arrangements</td>
<td>Please attach certificate of insurance naming City of Geneva as additional insured. If not yet available, please advise when you will be able to submit to the City?</td>
</tr>
<tr>
<td>✘ Yes □ No</td>
<td>Insurance company name:</td>
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<td>Address:</td>
</tr>
<tr>
<td></td>
<td>Phone:</td>
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<td>Contact:</td>
</tr>
<tr>
<td>Have you had any problems or incidents with your event in the past?</td>
<td>If yes, please explain what actions are being taken to correct the problem for the next event.</td>
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<tr>
<td>✘ Yes □ No</td>
<td></td>
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</tbody>
</table>
## Fire Protection and Emergency Medical Services

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
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<tbody>
<tr>
<td>Will the Fire Department have access to all sites in the event of an emergency?</td>
<td>Yes</td>
</tr>
<tr>
<td>If not, please provide a contingency plan in the event of an emergency.</td>
<td></td>
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</tbody>
</table>

Depending on attendance, the City may require Police and/or Fire personnel at the function. The City shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to residents, and reduce the public liability exposure to the sponsoring agency as well as the City. The cost for City personnel involved in advance of, during, and after the day(s) of the event may be charged back to the sponsoring agency.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Will you be supplying your own First Aid station?</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will any fire hydrants be obstructed?</td>
<td>No</td>
</tr>
<tr>
<td>If yes, where?</td>
<td></td>
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</tbody>
</table>

## Food and Drink, Health and Sanitation Facilities

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Are you intending to sell or serve food? (If yes, contact the Kane County Health Department)</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Where will food be served?
- □ Private property?  ☑ Public property?
- □ Inside  □ Outside

Who will prepare the food?
- Once Entertainment Corporation

Have you applied for a permit from the Kane County Health Department?
- Kane County Health Department, 630-444-3040

Refuse/Food Waste Disposal
- □ Yes  □ No

Please explain how you will dispose of food related waste including grease and refuse. For any concerns regarding refuse pickup and removal, contact Elyse Kowal of Advanced Disposal at (630)587-8282.

Do you wish to serve alcohol?
- □ Yes  □ No

If yes, attach your complete Liquor License permit for special events along with payment.

**Beer, Wine, Spirits**
HOLD HARMLESS AGREEMENT
Submit a Hold Harmless Agreement, either with this form, or on your organization's letterhead using the following suggested language. This form must be signed by an authorized representative of your organization.

In consideration of the City of Geneva permitting the [Company Name] ("Organization") to conduct [Event Name] ("Event"), the Organization recognizes, acknowledges, and assumes any and all risks arising from or in any way related to the event.

To the fullest extent permitted by law, the Organization agrees to defend, pay on behalf of, indemnify and hold harmless the City of Geneva, its elected and appointed officials, employees, and volunteers, and others working on behalf of the City; against any and all claims, demands, suits, loss, injuries, deaths, judgments, costs, and expenses (including all attorney fees and costs), arising from, or resulting from or in any way related directly and/or indirectly to the event, except that arising out of the sole legal cause of the City of Geneva, its officers, officials, employees, and agents.

The Organization shall, at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and if any judgment shall be rendered against the City of Geneva, its officers, officials, employees and/or agents, in any such action, the Organization at its own expense shall satisfy and discharge same.

The invalidity of any provisions(s) of this INDEMNIFICATION/HOLD HARMLESS or unenforceability of any of its provisions shall not affect the validity or enforceability of the remainder of this INDEMNIFICATION/HOLD HARMLESS provisions contained herein.

The organization and the authorized signatory below agree to inform the City of Geneva of any changes in the application at least thirty (30) days prior to the event.

[Name of Organization]

[Signature]

(Date)

Authorized Signatory

Signed and sworn to before me this 2nd day of March, 2015.

[Notary Public]

All applications must be signed and notarized.

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services and scheduling of other events. Requests for changes or additional services are not guaranteed for approval and/or may require additional cost for the City to provide.

The City of Geneva reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

Deliver all completed items to:

City of Geneva
Attn: Economic Development Director
22 S. First Street
Geneva, IL 60134
March 10, 2015

Onesti Entertainment Corporation
Ron Onesti, President
105 E. Main Street
St. Charles, IL 60174

RE: Special Event Application: Arcada Theatre Road Show

Dear Mr. Onesti:

Thank you for meeting with us and submitting a special event application for the above referenced music and food festival proposed to take place on July 17, 2015 at Gunnar Anderson Forest Preserve. The City of Geneva special event review staff has completed an initial review of the application, has identified several questions and is requesting more details as outlined below:

1. **Event layout map**: Please provide a detailed map of the concert site that clearly shows the layout of the event including the location of tents, band, crowd, aisles, medical aid station, alcohol service and consumption area, food/merchandise area, emergency exits and restroom facilities.

2. **Tents**: Please provide details on the number, size, location, use, anchor system and flame rating for all proposed tents.

3. **Staging**: Please provide design details for the stage. How will it be secured against high winds?

4. **Electricity**: There is no city electric available at the proposed site. Please provide information on all proposed generators including location, size and fuel type source.

5. **Lighting**: What provisions have been made for area lighting, especially at the end of the event?

6. **Water**: The nearest hydrant is located west of the site between Buildings “A” and “B”. Please provide information on any proposed connections to the city water utility including details on connection location and purpose.

7. **Alcohol service**: Compliance with the City of Geneva liquor code is required. Please provide information on the licensed vendor selected to provide alcohol services. Compliance with rules for “beer garden” will be required. In addition employees at the event who will be serving alcohol will need to be Bassett certified.
March 10, 2015
Mr. Onesti
Page 2

8. **Security:** Will county deputies and/or Forest Preserve Police provide the necessary security at the event? If so, how many will be used and in what capacity will they be used? If not, who will be providing security services and what does the security plan include?

9. **City of Geneva Police services:** The application does not specify what police services are requested. Please provide information on what the City of Geneva Police Department is being asked to handle. For instance, is the Police Department being asked to provide traffic and pedestrian control at the intersection of Route 31 and/or at the entrance to the Government Center? Please note the cost for police services will be billed to the applicant.

10. **Emergency services:** Please provide an emergency plan to answer the following questions:
   - What provisions will be made for emergency vehicle access?
   - How will communication between responders and on-scene EMS/security be managed?
   - Will there be an on-site EMS? How will it be staffed and what is the certification level?
   - What provisions will be in place to address an emergent situation such as severe weather?
   - Will tents be used to support alcohol service? If yes, an exit plan for such tents is needed.

11. **Schedule:** When will the site setup occur? When will performances start and conclude?

12. **Food preparation:** How will food be prepared, what type of fuel will be used?

13. **Parking:** More details are needed to identify where the guests will be expected to park. The event is planned for a Friday afternoon and the surrounding public lots (at the Government Center and around the depot will likely be full and not available for event attendees at noon. These lots are expected to remain occupied until 5PM or 6PM. Remote parking and shuttles will need to be used to support the event.

14. **Access to site:** Please note that there is concern that Route 31 resurfacing work may possibly be underway impeding traffic flows. In addition there is concern that the hours of the event will conflict with the hours of operation at the county offices.

15. **City Assistance:** Please specify if additional city services are being requested. If yes, the event organizer will be obligated to pay for such services including but not limited to overtime.

Submission of the requested details will allow for the review of the event application to continue. City staff is available to meet with you to discuss these questions and related concerns in greater detail. Please let me know if you have any questions or if you would like to schedule a meeting. I can be reached at 630/232-7449 or ctymoszenko@geneva.il.us.

Sincerely,

Cathleen Tymszenko
Economic Development Director

Copy to: Mary McKittrick, City Administrator and City Department Managers
Monica Meyers, Executive Director Kane County Forest Preserve District
April 16, 2015

Cathleen Tymoszenko
Economic Development Director
City of Geneva
22 South First Street
Geneva, Illinois 60134

RE: Responses to letter dated March 10, 2015

1. **Event layout map:** Please see the general layout map and the detailed seating chart included in this packet. There will be fencing put up and entrances and exits/emergency exits are being decided upon at the writing of this letter.

2. **Tents:** Three 10x20 for backstage dressing rooms, one 10 x 40 for food and beverage sales, one 10x10 for sound, one 10 x 10 for first aid, three 10 x 10 for entrance/exit, two additional 10 x 10 for food & bev, one 10 x 10 for band merchandise. The tents will all have fire rating certificates attached. They will be anchored by water barrels.

3. **Staging:** 60’ x 32’ Stageline 320, anchored by 1200 pound concrete blocks.

4. **Electricity:** There will be three 75kw diesel generators on site. Locations are: behind the stage, behind the food tents, near the entrance.

5. **Lighting:** Four construction-style light towers will be utilized to light of the exits and the grounds.

6. **Water:** Non-potable water will be used to fill steam tables, water barrels for tents and for a sink stations. Connection should be a 2” valve.

7. **Alcohol Service:** Beer, wine and spirits to be served. All servers to be Bassett certified. The entire concert area will be fenced off. Proper identification and enforcement will be the responsibility of the event security force. I am currently within the application process.

8. **Security:** Onesti Entertainment Special Event security officers will be used for general security. Posts to include: Entrances/exits, stage front, backstage, bars, general canvassing.

9. **City of Geneva Police Services:** I will be meeting with Chief Mexin regarding a security/police/traffic control plan shortly.

10. **Emergency services:** The fencing will be secured with breaks every 30 feet for emergency vehicle access. We will provide the Geneva Police and Fire Departments radios on the same frequency as our security force. Typically, we do not have an on-site EMS person on-site. I will work with the Police/Fire Departments with regards to approved shelter site in case of serious weather.


105 East Main Street • St. Charles, Illinois 60174
630.962.7000 • www.O-Shows.com
12. **Food Preparation:** Propane grills and convection ovens will be used to heat food. It will be stored in an on-site refrigeration truck and portable refrigerators.

13. **Parking:** Government Center lots and Metra lots and multi-deck parking facility will be controlled and used after 5pm on Friday and after 3pm on Saturday and Sunday. Directional signage will be utilized as approved by the city. Shuttle buses will be contracted from Chicago Classic Coach and Spare Wheels as needed.

14. **Access to site:** I will address the construction on 31 as information becomes available to me. We will use electric roads signs from Barricade Lites to educate drivers. I will also work around the hours of the Government Center.

Thank you for your consideration.

_Sincerely,_

Ron Onesti
Event Producer
April 23, 2015

Ron Onesti
Event Producer
Onesti Entertainment Corporation
105 East Main Street
St. Charles, IL 60174

Mr. Onesti:

You recently submitted a request for the usage of Kane County Government Center lawn and parking lots during the summer dates of July 14-21, 2015. Having thoroughly reviewed your initial submittal, the following concerns have been raised:

- **DATES REQUESTED:** The dates of July 14, 15, 16, 20 & 21 are not available. Kane County Government is running scheduled operations during these dates. In addition, the date of the 17th is only available after 6:00 pm.

- **NUMBER OF ATTENDEES:** The County site you are requesting is not designed to accommodate the 2,500 – 4,000 people you are anticipating per day. The site will accommodate approximately 400-600 people.

- **NUMBER OF VEHICLES:** The Government Center parking availability is 50 - 70 spaces maximum. You are requesting parking for 400-500 per day. Per your diagram, there is no parking available in the back area that you outlined. In addition, The County must keep access to the 911-Center and Coroners facility 24 hours a day. Also, we will require drive access to all buildings at all times for Fire and Security.

- **FOOD & BEVERAGE:** You indicated that “beer, wine & spirits will be sold”. Kane County ordinances do not allow for any of these items specified to be sold or consumed on any County premises.

- **SIGNAGE:** The County of Kane does not allow for signage on County property, unless pre-approved. You would need to provide an example of the signage for the County Board’s inspection.
• **GROUNDS RETURNED CONDITION:** Onesti Entertainment Corporation, at its own expense, would be required to return any/all County grounds to their original state/condition. Kane County would request a $10,000.00 (Ten thousand dollar) bond to insure that this requirement is met.

Furthermore, any subsequent, amended proposals would also require that the following additional items be provided for the Kane County board members review:
- Site map indicating seating for attendees (not to exceed the maximum range of 400-600 people).
- Security details – provide the name of the company selected, including all contact information, as well as a detailed plan of proposed measures/actions.

**PLEASE NOTE:** Event attendees are not permitted to congregate (standing or sitting) in areas where 911 services and the coroner’s building operate on a 24 hour basis. Both police and fire protection services to all County Facilities cannot be blocked and require 24 hour accessibility.

Therefore, at this time and for the reasons indicated within this letter, I cannot recommend to the Kane County Board, approving this request.

We do appreciate your request to propose this and future business ventures in Kane County. Of course, if you wish to discuss any questions or concerns, please don’t hesitate to contact me directly.

Sincerely,

**Donald Biggs**

Donald Biggs  
Kane County Operations Staff Executive

Cc: Chairman Lauzen

DB/lk
Music in Geneva Project
Revised Detail Sheet May 11, 2015

1. **Name of the Event:** MIGFEST Music Festival *(Music In Geneva)*
2. **Dates of the Event:** July 17, 18, 19, 2015
3. **Hours:** Friday 7pm-11pm; Saturday 4pm-11pm; Sunday 3pm-9pm
4. **Set up/Strike:** July 14-10 am-10pm July 20 10 am-10pm (Set up and strike will in no way affect the regular business of the KC Government Center)
5. **Location:** Gunnar Anderson Forest Preserve, east (behind) of the Kane County Government Center 719 South Batavia Avenue (Rt. 31) Geneva, IL. The event will take place on the North half of the preserves, on the grass just west of the Fox River and adjacent wetlands.
6. **Projected number of attendees:** Friday 2500; Saturday 2500; Sunday 3000
7. **All Ages Event**
8. **Entertainment:** Friday, “Classic Rock” with Whitesnake plus another headliner TBD; Saturday, “Classic Pop/R&B” with The Commodores, Kool & The Gang and The Temptations; Sunday “Country” artists TBD
9. **Ticketing:** Tickets will be sold through the OSHOWS website www.oshows.com 630.962.7000.
10. **Ticket Prices:** Lawn $15 & $20 Reserved $49-$89 There is an additional ticketing fee charged by the ticketing company of $3.50-$8.50 above the ticket price. Credit cards will be accepted both online and on site.
11. **Physically challenged access:** Entrances and seated areas will have designated areas with signs posted.
12. **Smoking:** Designated smoking areas will be defined with signs posted and ashtray sand buckets will be placed. The designated areas will be at far points from the dry foliage in the “wet lands”.
13. **Food:** Hot dogs and Italian Beef Sandwiches will be warmed up and kept on site, per Geneva Health Department guidelines. Propane grills, propane steam tables and convection ovens will be used to heat food. It will be stored in an on-site refrigeration truck and portable refrigerators. Propane tanks will be secured. Fire extinguishers will be utilized at all cooking stations and backstage areas.
14. **Beverage:** Beer, wine, soft drinks and bottled water will be sold. No spirits permit will be requested at this time. All servers to be Bassett certified. The entire concert area will be fenced off. Proper identification and enforcement will be the responsibility of the Onesti Entertainment event security force.
15. **Consumption identification:** Experienced security personnel provided by Onesti Entertainment will be responsible for carding the public. There will be a wristband station immediately at the entrance and at all liquor stations. There will be 6 locations.
16. **Tents:** Three 10x20 for backstage dressing rooms, six 10 x 10 for food and beverage sales, one 10x10 for sound, one 10 x 10 for first aid/customer service, three 10 x 10 for entrance/exit, two additional 10 x 10 for food preparation, one 10 x 10 for band merchandise. The tents will all have fire rating certificates attached. They will be anchored by stakes upon JULIE approval.
17. **Staging:** 60’ x 32’ Stageline 320, anchored by staking per JULIE approval.
18. Electricity: There will be three 75kw diesel generators on site. Locations are: behind the stage, behind the food tents, near the entrance. Separate distribution units will be utilized with GFI spider boxes.

19. Lighting: Five construction-style light towers will be utilized to light the exits and the grounds, especially during the exit at the end of the event.

20. Water: Non-potable water will be used to fill steam tables and for a sink station. Connection should be a 1" garden hose-style connector on a hydrant or from a building. I am seeking guidance as to which is available within close proximity to the event.

21. Security: Onesti Entertainment Special Event security officers will be used for general security. Posts to include: Entrances/exits, stage front, backstage, bars, general canvassing.

22. Police Services: I am coordinating a meeting with Chief Mexin the Forest Preserves Police and the Kane County Sheriff's office regarding a security/police/traffic control plan.

23. Emergency services: The fencing will be secured with breaks every 30 feet for emergency vehicle access. We will provide the Geneva Police and Fire Departments radios on the same frequency as our security force. Typically, we do not have an on-site EMS person on-site. I will work with the Police/Fire Departments with regards to approved shelter site in case of serious weather.

24. Parking: Government Center lots and Metra lots and multi-deck parking facility will be controlled and used after 5pm on Friday and after 3pm on Saturday and Sunday. Directional signage will be utilized as approved by the city. Shuttle buses will be contracted from Chicago Classic Coach and Spare Wheels as needed.

25. Access to site: I will address the construction on 31 as information becomes available to me. We will use electric roads signs from Barricade Lites to educate drivers. I will also work around the hours of the Government Center.

26. Communication: Ron Onesti will be the principal on-site contact for the event. A phone list of department heads will be furnished to the Police/Fire representatives. All Onesti Entertainment staff will be connected by radios. Police and Fire reps will also be furnished with a radio each.

27. Grounds returned condition: OEC will return the facilities to the condition it was in upon arrival.

28. Restroom facilities: Portable restroom facilities will be placed on the concrete strip on the west edge of the grassy area.

29. Signage: A request for temporary signage to be placed on Forest Preserve property on 31 will be submitted. The purpose of this signage will be to educate the public about the event.

Thank you for your consideration.

Sincerely,

Ron Onesti
Event Producer
ron@oshows.com 773.908.5535

105 East Main Street · St. Charles, Illinois 60174
630.962.7000 · www.O-Shows.com
Gunnar Anderson Forest Preserve

Legend
- Main Entrance
- Parking
- Shelter
- Restroom
- Road
- Railroad
- Creek
- Fox River
- Public Open Space

Natural Area -
- Maintained
- Woodland

Trail Information
- Fox River Regional Bike Trail, asphalt
- Fox River Trail Access 0.27 miles, asphalt
- Fox River Trail - Geneva Bridge 0.08 mile, asphalt

719 South Batavia Avenue
- IL Route 31,
- Geneva, IL 60134

Acreage = 17
Total trail miles = 0.27

Information: (630) 232-5980
www.kaneforest.com
Hours: Daily, Sunrise-Sunset

4/11/11
Section 1
Please provide the following contact information:

1) Group/Organization: The Onesti Entertainment Corporation
2) Contact Name: Rod Onesti
3) Phone: (day) 630-962-7000 (evening) ___________ (cell) 773-908-5535
4) E-mail: RodEOnesty.com
5) Mailing Address: 105 E. Main St. St. Charles, IL 60174

Section 2
Please address/answer the following items regarding your event details:

1) Event name: MigFest Music Festival (Music in Geneva)
2) Event description: Family Friendly Music Festival
3) Location: Gurnee/Aurora Forest Preserves/KC Govt. Cntr.
4) Facility(s) rented: Soccer Field
5) Date(s) of event: July 17, 18, 19 2015
6) Event hours: Fri 6pm - 11:30 pm Sat 4pm - 11:30 pm Sun 3pm - 10pm
7) Expected attendance: 2500 - 4000 per day
8) How will parking be accommodated and managed? Parking in Govt. Center lots, Metra station and parking deck. Signage and on-site personnel will direct cars.
9) Will event require hiring Forest Preserve District police for event security or traffic control? (X) Yes ( ) No
   If yes, describe request: _____________________________________________________________

10) Will food/beverages be served/sold? (X) Yes If yes, describe: Soft Drinks, Beer, Wine, Spirits, Burgers, Beef, Ice Cream
11) Will power be needed? ( ) No (X) Yes If yes, will power be brought in by applicant? ( ) No (X) Yes
   If no, describe needs and sources: ___________________________________________________
12) Will water be needed? ( ) No ☒ Yes If yes, will water be brought in by applicant? ( ) No ( ) Yes
   If no, describe needs and sources:
   NON-PORTABLE WATER FROM A GRADING VISE FOR
   FILLING OF GULLY TANKS, ETC.
   If no, describe needs and sources:

13) Will signs/banners be hung? ( ) No ☒ Yes If yes, attach a map designating locations and methods of securing.
   POST/CONDUIT INTO THE LAWN

14) Will there be entertainment?* ( ) No ☒ Yes If yes, please describe:
   LIVE NATIONAL ARTS -
   CIRCUS ROCK, R&B, COUNTY

15) Will temporary structures be built (i.e., stage)? ( ) No ☒ Yes If yes, describe:
   STAGE LINE 320
   STAGE - 60' X 32', 10 X 10 AND 10 X 20 TENTS - WATER AVAILABLE.

16) Describe set up and tear down schedule, include dates/times:
   Set up: July 14th - 8 pm
   Tear down: 20-21 9 am - 6 pm

17) An event layout map must be provided with this application identifying all logistics noted above.

18) If event involves approval from additional organization or individual a copy of written approval must be attached with this request.

Special event applications may be submitted as early as January 2 of each calendar year and no later than 10 business days prior to the event. Larger events may require Forest Preserve Commission approval and should be submitted ninety (90) days prior to event.

Please submit the following with your Special Event Request Form:

✓ A Signed “LICENSE AGREEMENT” (see attached)
✓ An event layout map (see 17, above)
✓ Any applicable approval letters (see 18, above)
✓ $25 nonrefundable application fee (this amount will be credited toward your use fees, if your event application is accepted)

The following items must be submitted no later than 10 business days before your event:

✓ A Certificate of Liability Insurance listing the Forest Preserve District of Kane County as an additional insured.
✓ Payment of required fees

This form and necessary attachments may be returned by fax or e-mail for preliminary review
Fax: (630) 232-5924
Email: kcfpren@kaneforest.com

* “Entertainment” is defined as activities performed by staff or volunteers of the organization and/or contracted vendors for such items as music, performances, moon bounces, children’s activities, etc.

FOR OFFICE USE ONLY

Total Fees Due: $__________
Method of Payment: Cash ________ Check #__________
Amount Paid: $__________ Date: ____________
   Signed License Agreement  Liability Insurance Certificate
   Field Supervisor Advised/Approved

M:\Community Affairs\Special Event Request Form Feb15.doc
LICENSE AGREEMENT

THIS LICENSE AGREEMENT, made this March 16, 2018 by and between the Forest Preserve District of Kane County ("District"), a municipal corporation of the State of Illinois, hereinafter called "Licensor" and

One Stop Entertainment Co.,

hereinafter called "Licensee."

1. PREMISES AND PURPOSE

The Licensor hereby licenses to Licensee who hereby licenses from the Licensor the right to use the premises described above, hereinafter called the "premises", for the sole purpose of the event as described in the application, and for no other purpose.

It is understood that other areas of the premises and adjacent properties may be licensed to other persons or used by the general public during any of the periods covered by this Agreement. The Licensor warrants, however, that it will not authorize or permit any other Licensee to engage in activities that would interfere with Licensee's enjoyment of the rights granted under this Agreement.

2. TERMS AND CONDITIONS

The terms and conditions as outlined in the above form are hereby incorporated into this AGREEMENT.

3. FEES

In consideration of this License, the Licensee agrees to pay the Licensor a fee for its use of the premises.

For registered not-for-profit organizations (such as, high schools hosting cross-country meets), trail use fees are $100 per event plus the cost of any required shelter(s) reservations and staff time. For all other organizations/groups, trail use fees are $1 per registered participant plus the cost of any required shelter(s) reservations and staff time.

Licensee agrees to pay $45 per hour, per police officer or operations employee assigned to the event to assist with logistical needs such as, but not limited to, traffic control, pedestrian safety, set up, trash removal, etc.

All fees are required within 10 business days of booking event and any additional funds due after scheduled event(s). Licensee agrees to pay in full within 10 days of receipt of invoice.

4. CANCELLATION

It is understood by the Licensee this contract may be canceled at any time, for any reason, by the Licensor without any liability to the Licensee. In the event the activity is canceled by the Licensor for any reason, all paid fees will be returned. No refunds if event is cancelled by Licensee.

5. FOOD SERVICE

Licensee agrees that food service shall be limited to prepackaged food and beverages only. A Kane County Health Department License is required for approval to sell or serve any prepared food or beverages.

6. INDEMNITY

Licensee shall conduct its activities upon the premises so as not to endanger any person thereon, and hereby agrees to indemnify, save and hold harmless the Licensor, its Commissioners, officers and employees from any and all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever, including attorney's fees, which the licensor, its Commissioners, officers or employees may sustain or incur or which may be imposed upon any of them for injury or death of persons, including injuries sustained by employees of Licensor or Licensee, or damages to property arising out of, connected with or attributes to the use or occupancy of any facilities of the District by Licensee. Licensee hereby assumes full responsibility for the character, acts and conduct of all persons admitted to the District by the consent of the Licensee and Licensee agrees to pay for any clean-up and/or damages to the facilities of the District resulting from any acts, intentional or negligent, whether said acts are committed by Licensee, or its agents or employees or persons.
participating in or attending the function contemplated by the Agreement or on the premises with the permission of Licensee.

7. LIMITATION OF LIABILITY

Notwithstanding anything to the contrary herein contained, Licensor's liability to Licensee shall be limited to a return of the License fees actually paid. Licensee hereby waives any and all rights to indirect or consequential damages relating to the use or non-use of the District pursuant hereto.

8. INSURANCE

Licensee shall secure general liability insurance in an amount no less than $1,000,000 for said special event with the Forest Preserve District of Kane County included on the policy as an additional insured. Licensee shall provide the District with a copy of the insurance certificate a minimum of 10 business days prior to event.

9. NON-ASSIGNABILITY

Licensee agrees to surrender the premises to Licensor at the end of the term of this Agreement in the same condition as at the beginning of the term, ordinary wear and use being excepted, and shall pay for all damages occasioned by its use. Should Licensee fail to vacate the premises at the end of the term of the Agreement or at its termination for any cause, then the Licensor may, without restoring to legal proceeding, at the expense of Licensee, remove all persons and property there from, and the Licensor shall not be liable for any damages or loss sustained by such removal or storage or disposal elsewhere of such property.

10. SUIT TO ENFORCE

Should the Licensor institute suit or other action against Licensee as a result of Licensee's failure to comply with any term of this Agreement, the Licensor shall recover all damages provided by law, all costs and disbursements provided by Statute and all costs actually incurred, including reasonable attorney's fees.

11. CONSTRUCTION OF AGREEMENT

All persons or entities executing this Agreement as Licensee shall be deemed to have jointly and severally made and entered into the whole of the Agreement and shall be jointly and severally liable thereby. All terms and conditions of this written Agreement shall be binding upon the parties, their heirs and assigns, and cannot be varied or waived by any oral representations or promise of any agent or other person of the parties hereto, unless the same be in writing and be signed by the authorized representatives of the Licensee. This Agreement shall be governed by the laws of the State of Illinois.

12. ENTIRETY OF AGREEMENT

It is expressly understood and agreed that the Licensor makes no representations or agreements, oral or otherwise, outside of the terms of this Agreement which add to, broaden, vary or conflict with the provisions hereof. Any purported outside representation or agreements have no force or effect upon the rights or duties of the licensor hereunder. No term, provision or condition of this Agreement may be altered, amended and added, except upon the execution of a written agreement in the same manner as this Agreement.

IN WITNESS WHEREOF, the parties have set their hands and seals the day and year first above set forth.

Forest Preserve District of Kane County

BY: ________________________

Date: ________________________

Licensee: ONESTI ENTERTAINMENT CORPORATION

BY: Ron Onesti, President CEO

Date: April 16, 2015
May 13, 2015

Onesti Entertainment Corporation
Ron Onesti, President
105 E. Main Street
St. Charles, IL 60174

RE: Special Event Application: Music In Geneva (MIG) Fest

Dear Ron:

As per your inquiry, I am writing to outline the next steps in the process of reviewing your special event application for the proposed Music in Geneva Festival (MIGFEST) proposed for July 17, 18, and 19, 2015 at Gunnar Anderson Forest Preserve.

We are in receipt of the Revised Detail Sheet, dated May 11, 2015, for your proposed event (attached) which was submitted to the Kane County Administration Committee today. However we note that we have not yet received a revised (updated) Special Event Application. Submission of an updated application is needed as the event details have significantly changed since the original submission in March. To assist you with the submittal of a new application, attached please find a summary of outstanding issues to date, along with an application form.

As noted in our first review letter dated March 11, 2015 and as pointed out at meetings by myself; you will be obligated to pay for the cost of City services requested to accommodate the event. We are aware that you have been provided an estimate of costs from the Kane County Sheriff’s office and similarly, Geneva city staff has determined that the costs for City related services including police and fire are estimated to be $10,700. Additionally, a ¾" water hydrant meter requires a $200.00 deposit when the hydrant meter is picked up at Public Works (1800 South Street). The cost for the water per 100 C.F. is $4.38 and the cost for the sewer is $2.53 per 100 C.F. We will subtract the usage from the deposit and refund the balance or if you use more than the deposit we would then invoice you for the difference. Please be advised that this is an estimate only for police and fire related costs. We reserve the right to modify, alter or amend our estimate based on actual costs related to the event.

It is my understanding that you intend to request consideration of reduced or waived fees for this event. Any request for relief of costs must be submitted in writing as soon as possible and prior to the completion of a new special event application as this request will need to be reviewed by City Council prior to a continuation of discussion. Based on the May 11, 2015 Revised Detail Sheet provided to the Kane County Administration Committee on May 13, 2015, it also appears that you are requesting that music be allowed for an additional hour on Sunday.
evening. The Geneva City Code calls for music to end at 8:00 p.m. on Sundays and your documentation indicates that the event will end at 9:00 p.m. Please be advised that the Liquor Commissioner requests that all serving of alcohol end one hour prior to the event finale for each date any temporary liquor license would be issued. For consideration at the next Committee of the Whole Meeting on May 18th regarding such assistance, the request must be submitted by close of business Thursday.

Submission of the updated application with details requested will allow for the review of the event application to continue. City staff is available to meet with you to discuss any questions and related concerns you may have in greater detail. Please let me know if you would like to schedule a meeting. I can be reached at mmckittrick@geneva.il.us or you can contact Economic Development Director Cathleen Tymoszenko at ctymoszenko@geneva.il.us.

Sincerely,

Mary McKittrick
City Administrator

CC: Mayor Burns
   City Council
   Economic Development Director Cathleen Tymoszenko
   Police Chief Steve Mexin
   Fire Chief Steve Olson
   Public Works Director Richard Babica

Enclosure: Onesti Event Outstanding Issues
   Event Application Form
   Kane County Sheriff’s Office Correspondence dated May 13, 2015
May 13, 2015
Special Event: Concert Series in Geneva
Revised Detail Sheet May 11, 2015
Outstanding Issues

COG: City of Geneva
KC: Kane County
KCFPD: Kane County Forest Preserve District
KCGC: Kane County Government Center

Event Schedule:

- The one-day event originally proposed is now proposed as a three-day event; July 17, 18 & 19, 2015.

- The Geneva Cultural Arts Commission has two events planned for this weekend including Shakespeare in the Park theatric performance at Island Park on July 18th and a musical event at River Park on July 19th.

- The Rt. 31 road resurfacing is scheduled to be completed by July 1, 2015. Construction delays could complicate ingress/egress for this event.

Parking Plan:

- Attendance has been projected at 2500-3000. Parking is proposed at the KCGC, parking garage and overflow lot. The parking garage has a total of 540 spaces; 200 spaces are available at KCGC and at the overflow lot. Even if all spaces could be reserved; the total number of spaces (750) is insufficient to handle the estimated attendance.

- Parking is proposed to be controlled. The COG does not have the authority or the ability to control parking spaces in the garage since this facility is co-owned by the City of Geneva and Metra. Permission to reserve the parking deck or the overflow parking lot would need to be obtained from Metra and the Union Pacific respectively. Spaces are at first come-first serve basis.

- COG Cultural Arts Commission is hosting Shakespeare in the Park (Island Park owned by the Geneva Park District) on Saturday. These attendees will also use the public lots. Cultural Arts anticipates anywhere from 500-800 attendees who use the overflow lot for parking and walk across the pedestrian bridge to Island Park. The event runs from approximately 6:00 p.m. to 8:00 p.m.

- COG Cultural Arts Commission is hosting a music event on Sunday at River Park. Attendance at the event is estimated to be +/- 100 people.

- The parking plan states that shuttle buses will be contracted as needed. A plan for busses and remote parking must be submitted.

- Parking on neighborhood residential streets will be problematic if not signed to allow parking only on one side of the street. This will ensure emergency vehicle access but will necessitate staff placing signage in many residential neighborhoods.
Site Layout:

- A map has been provided but it is not to scale. The fire department has requested a "to scale" CAD drawing to determine capacities.
- KCFPD will require wetland areas to be fenced to prevent access and preserve status.
- KC and COG will require fire lanes to allow access to buildings in case of fire during the event.
- KC will require public access to government buildings during business hours and access to 911 Center and Coroner’s Office at all times.
- Map now shows fencing location; specifications for all proposed fencing is needed.

Food/Alcohol

- Need KC and KCFPD approval to serve alcohol.
- Upon property owner approval, a temporary license for beer and wine could be issued to a current restaurant/liquor license holder.
- Current COG license holder must apply for an E Class temporary license.
- E class license permits beer and wine sales only. Proposal has been amended to exclude spirits.
- Liquor sales will be required to cease 1 hour prior to the end of the event.
- KC Health Department approval will be needed for food service.

Police/Fire/EMS

- Security Plan needs to be reviewed/finalized with COG Police Department.
- Emergency plan needs to be reviewed/finalized with COG Fire Department.
- Traffic Plan must be reviewed/finalized with COG Police Department; must pay for cost of City police for traffic control.
- Staging and tents must be inspected by KC and approved by COG Fire Dept.
- Exit Plan is needed to define how crowd will be controlled and how long lights will be on after concert.

Utilities

- There will be charges for temporary fire hydrant connections.
Signage:

- COG approval for offsite signs and parking signs needed.

Noise:

- Concerts are proposed to end at 11pm on Friday and Saturday. There is concern that this may be too late for area residents.

- There is a concern that noise may interfere with other events planned for the weekend at Island Park and River Park.

Approval Process:

- KC Administrative Committee Approval contingent upon COG, KKFDP, KK and Sherriff's Department approval.

- KCFPD must approve ticket sales and alcohol. The next committee meeting is scheduled for May 28th with final approval on June 9th.

- COG requires a revised special event application to be submitted for full review. The application on file is no longer applicable as the dates and several event details have been significantly amended.

- COG will need to review application at Committee of the Whole and City Council. City Council meetings are held on the First and Third Monday of the month; business items to appear on the agenda must be included by staff no later than the Wednesday before the meeting.
5/13/15

The Kane County Sheriff’s Office was contacted regarding a 3 day music festival to be held on the grounds of the Gunnar Anderson Forest Preserve located adjacent to the Kane County Government Center. The dates of the event are July 17, 18 and 19. It is our understanding that the event will draw between 2000 to 3000 per evening. There is also going to be alcohol sold at the event and the plan is allow patrons to consume anywhere within the fenced in area of the event.

KCSO was initially informed that the Kane County Forest Preserve Police are not able to provide any police services for the event and that KCSO is being asked to lead the internal security for the event. Geneva Police will be tasked with the traffic control outside the event.

Based on an initial review of the event plan and no historical events similar to this event held on these grounds the Sheriff’s Office is suggesting the following internal security for the events.

Four (4) uniformed deputies within the grounds of the event itself. With alcohol being consumed anywhere within the fenced in grounds this will provide two roving teams of two deputies to ensure that there are no problems within the event and if there are any problems the four deputies should be able to handle the situation.

One (1) uniformed deputy to patrol the grounds and parking lots of the government center. With the event being held basically on the property and the fact the KaneComm, the Coroner’s Office and possibly the EOC being functioning at the time of the event having a deputy to keep watch on the property itself is vital. While the County is not asking for this it is the opinion of the Sheriff’s Office that this position is not negotiable in order for the event to be held.

The Sheriff’s Office detail rate is $60 per hour per deputy. The $60 per hour covers the Deputy, squad and all associated costs collected by the county for employment related costs.

Based on the event schedule it would appear that there are 18 total event hours.

We are proposing 5 deputies each night at a rate of $60 per hour. Based on this

85 total man hours X $60 per hour for a total of $5100

We do reserve the right to modify alter or amend this proposal based on additional or new information that may be developed relating to this event.

Lt Pat Gengler
630-208-5356
May 15, 2015

Mayor Kevin Burns
City of Geneva

RE: MIGFEST fee waiver

Dear Mayor Burns,

As I am working hard to establish live music as another great amenity the City of Geneva has to offer, I am formally requesting a waiver of fees for public safety expenses pertaining to MIGFEST Music Festival July 17-19, 2015. The City Administrator has forwarded a letter to me that notes an estimate of Police and Fire Safety expenses to be $10,700. I am hoping the City of Geneva realizes the positive impact an initiative of this magnitude will have on the community and forgives these fees.

The title “MIGFEST” (Music In Geneva Music Festival) is also an effort to help brand the event as well as to promote the initiative of music in Geneva.

I look forward to seeing you at the City Council meeting May 18.

Sincerely,

Ron Onesti
Event Coordinator
Music in Geneva Project
Music in Geneva Project
Revised Detail Sheet May 15, 2015

1. Name of the Event: MIGFEST Music Festival (Music In Geneva)
2. Dates of the Event: July 17, 18, 19 2015
3. Hours: Friday 7pm-11pm; Saturday 3pm-11pm; Sunday 3pm-8pm
4. Set up/Strike: July 14 10am-10pm July 20 10am-10pm (Set up and strike will in no way affect the regular business of the KC Government Center)
5. Location: Gunnar Anderson Forest Preserve, east (behind) of the Kane County Government Center 719 South Batavia Avenue (Rt. 31) Geneva, IL. The event will take place on the North half of the preserves, on the grass just west of the Fox River and adjacent wetlands.
6. Projected number of attendees: Friday 2500; Saturday 2500; Sunday 3000
7. All Ages Event
9. Ticketing: Tickets will be sold through the OSHOWS website www.oshows.com 630.962.7000.
10. Ticket Prices: Lawn $15 & $20 Reserved $49-$89 There is an additional ticketing fee charged by the ticketing company of $3.50-$8.50 above the ticket price. Credit cards will be accepted both online and on site.
11. Physically challenged access: Entrances and seated areas will have designated areas with signs posted.
12. Smoking: Designated smoking areas will be defined with signs posted and ashtray sand buckets will be placed. The designated areas will be at far points from the dry foliage in the “wet lands”.
13. Food: Hot dogs and Italian Beef Sandwiches will be warmed up and kept on site, per Geneva Health Department guidelines. Propane grills, propane steam tables and convection ovens will be used to heat food. It will be stored in an on-site refrigeration truck and portable refrigerators. Propane tanks will be secured. Fire extinguishers will be utilized at all cooking stations and backstage areas.
14. Beverage: Beer, wine, soft drinks and bottled water will be sold. No spirits permit will be requested at this time. All servers to be Bassett certified. The entire concert area will be fenced off. Proper identification and enforcement will be the responsibility of the Onesti Entertainment event security force.
15. Consumption identification: Experienced security personnel provided by Onesti Entertainment will be responsible for carding the public. There will be a wristband station immediately at the entrance and at all liquor stations. There will be 6 locations.
16. Tents: Three 10x20 for backstage dressing rooms, six 10 x 10 for food and beverage sales, one 10x10 for sound, one 10 x 10 for first aid/customer service, three 10 x 10 for entrance/exit, two additional 10 x 10 for food preparation, one 10 x 10 for band merchandise. The tents will all have fire rating certificates attached. They will be anchored by stakes upon JULIE approval.
17. Staging: 60’ x 32’ Stageline 320, anchored by staking per JULIE approval.
18. **Electricity:** There will be three 75kw diesel generators on site. Locations are: behind the stage, behind the food tents, near the entrance. Separate distribution units will be utilized with GFI spider boxes.

19. **Lighting:** Five construction-style light towers will be utilized to light the exits and the grounds, especially during the exit at the end of the event.

20. **Water:** Non-potable water will be used to fill steam tables and for a sink station. Connection should be a 1" garden hose-style connector on a hydrant or from a building. I am seeking guidance as to which is available within close proximity to the event.

21. **Security:** Onesti Entertainment Special Event security officers will be used for general security. Posts to include: Entrances/exits, stage front, backstage, bars, general canvassing.

22. **Police Services:** I am coordinating a meeting with Chief Mexin the Forest Preserves Police and the Kane County Sheriff's office regarding a security/police/traffic control plan.

23. **Emergency services:** The fencing will be secured with breaks every 30 feet for emergency vehicle access. We will provide the Geneva Police and Fire Departments radios on the same frequency as our security force. Typically, we do not have an on-site EMS person on-site. I will work with the Police/Fire Departments with regards to approved shelter site in case of serious weather.

24. **Parking:** Government Center lots and Metra lots and multi-deck parking facility will be controlled and used after 5pm on Friday and after 3pm on Saturday and Sunday. Directional signage will be utilized as approved by the city. Shuttle buses will be contracted from Chicago Classic Coach and Spare Wheels as needed.

25. **Access to site:** I will address the construction on 31 as information becomes available to me. We will use electric roads signs from Barricade Lites to educate drivers. I will also work around the hours of the Government Center.

26. **Communication:** Ron Onesti will be the principal on-site contact for the event. A phone list of department heads will be furnished to the Police/Fire representatives. All Onesti Entertainment staff will be connected by radios. Police and Fire reps will also be furnished with a radio each.

27. **Grounds returned condition:** OEC will return the facilities to the condition it was in upon arrival.

28. **Restroom facilities:** Portable restroom facilities will be placed on the concrete strip on the west edge of the grassy area.

29. **Signage:** A request for temporary signage to be placed on Forest Preserve property on 31 will be submitted. The purpose of this signage will be to educate the public about the event.

Thank you for your consideration.

Sincerely,
Ron Onesti
Event Producer
ron@oshows.com 773.908.5535

105 East Main Street · St. Charles, Illinois 60174
630.962.7000 · www.O-Shows.com
May 13, 2015
Special Event: Concert Series in Geneva
Revised Detail Sheet May 11, 2015
Outstanding Issues

COG: City of Geneva
KC: Kane County
KCFPD: Kane County Forest Preserve District
KCGC: Kane County Government Center

Event Schedule:

- The one-day event originally proposed is now proposed as a three-day event; July 17, 18 & 19, 2015.

- The Geneva Cultural Arts Commission has two events planned for this weekend including Shakespeare in the Park theatrical performance at Island Park on July 18th and a musical event at River Park on July 19th.

- The Rt. 31 road resurfacing is scheduled to be completed by July 1, 2015. Construction delays could complicate ingress/egress for this event.

Parking Plan:

- Attendance has been projected at 2500-3000. Parking is proposed at the KCGC, parking garage and overflow lot. The parking garage has a total of 540 spaces; 200 spaces are available at KCGC and at the overflow lot. Even if all spaces could be reserved; the total number of spaces (750) is insufficient to handle the estimated attendance.

- Parking is proposed to be controlled. The COG does not have the authority or the ability to control parking spaces in the garage since this facility is co-owned by the City of Geneva and Metra. Permission to reserve the parking deck or the overflow parking lot would need to be obtained from Metra and the Union Pacific respectively. Spaces are at first come-first serve basis.

- COG Cultural Arts Commission is hosting Shakespeare in the Park (Island Park owned by the Geneva Park District) on Saturday. These attendees will also use the public lots. Cultural Arts anticipates anywhere from 500-800 attendees who use the overflow lot for parking and walk across the pedestrian bridge to Island Park. The event runs from approximately 6:00 p.m. to 8:00 p.m.

- COG Cultural Arts Commission is hosting a music event on Sunday at River Park.
Attendance at the event is estimated to be +/- 100 people.

- The parking plan states that shuttle buses will be contracted as needed. A plan for busses and remote parking must be submitted.

- Parking on neighborhood residential streets will be problematic if not signed to allow parking only on one side of the street. This will ensure emergency vehicle access but will necessitate staff placing signage in many residential neighborhoods.
Site Layout:

- A map has been provided but it is not to scale. The fire department has requested a "to scale" CAD drawing to determine capacities.
- KCFPD will require wetland areas to be fenced to prevent access and preserve status.
- KC and COG will require fire lanes to allow access to buildings in case of fire during the event.
- KC will require public access to government buildings during business hours and access to 911 Center and Coroner's Office at all times.
- Map now shows fencing location; specifications for all proposed fencing is needed.

Food/Alcohol

- Need KC and KCFPD approval to serve alcohol.
- Upon property owner approval, a temporary license for beer and wine could be issued to a current restaurant/liquor license holder.
- Current COG license holder must apply for an E Class temporary license.
- E class license permits beer and wine sales only. Proposal has been amended to exclude spirits.
- Liquor sales will be required to cease 1 hour prior to the end of the event.
- KC Health Department approval will be needed for food service.

Police/Fire/EMS

- Security Plan needs to be reviewed/finalized with COG Police Department.
- Emergency plan needs to be reviewed/finalized with COG Fire Department.
- Traffic Plan must be reviewed/finalized with COG Police Department; must pay for cost of City police for traffic control.
- Staging and tents must be inspected by KC and approved by COG Fire Dept.
- Exit Plan is needed to define how crowd will be controlled and how long lights will be on after concert.

Utilities

- There will be charges for temporary fire hydrant connections.
Signage:

- COG approval for offsite signs and parking signs needed.

Noise:

- Concerts are proposed to end at 11pm on Friday and Saturday. There is concern that this may be too late for area residents.
- There is a concern that noise may interfere with other events planned for the weekend at Island Park and River Park.

Approval Process:

- KC Administrative Committee Approval contingent upon COG, KCFPD, KK and Sheriff’s Department approval.
- KCFPD must approve ticket sales and alcohol. The next committee meeting is scheduled for May 28th with final approval on June 9th.
- COG requires a revised special event application to be submitted for full review. The application on file is no longer applicable as the dates and several event details have been significantly amended.
- COG will need to review application at Committee of the Whole and City Council. City Council meetings are held on the First and Third Monday of the month; business items to appear on the agenda must be included by staff no later than the Wednesday before the meeting.
City of Geneva, Illinois
Special Event Application
August 2014

Thank you for considering the City of Geneva as you plan a special event. Per the City Code, City Council approval is required to use public “right of way” and public property for special events. Please refer to the Special Event Policy and Procedures while completing this application. Some low impact events can be approved administratively, using the “short” form, also found on the City website. This application is to be used for larger events, including:

1) City designated Festivals and multi-day events
2) Events with alcohol
3) Walk/Runs not on the City’s pre-approved routes
4) Events with medium to high threat to public safety

Special Event Applications should be approved by the City Council 60 days in advance of the event. **Please note that requests for services, and/or changes to initial approved event applications, are not guaranteed for approval.** The City will provide services during the course of regular business operation if we can. If overtime or additional City resources are required or damage is incurred to City property, your organization is obligated to pay for these services. You may be asked to make some changes based on the City’s availability of staff to provide services and/or scheduling of other events.

- **Police services** (street closures, use of parking spaces, barricades, etc.), must be coordinated with Commander Eric Passarelli; call him at (630) 232-4736. If a street closure is requested, organizers are asked to inform affected property owners prior to consideration of the request.
- **Fire Department or Emergency Medical Services (EMS),** must be coordinated with Deputy Fire Chief Mark Einwich; call him at (630) 232-2530.
- **If you are requesting a special event liquor license, or tent permit,** please submit those forms with this application and they will be routed to the appropriate departments, along with this approval request.

Your application should include the following:

- Event information including your request for city services, site plan and/or route
- Hold harmless agreement on your organization’s letterhead (sample language attached)
- Sample waiver used by participants, if applicable
- Certificate of insurance naming the City, with level of coverage according to these levels of hazard, as identified in the City’s Special Event Policy.

**Low Hazard** - a minimum of $300,000 per occurrence and/or aggregate limit of liability for personal injury, bodily injury and property damage.

**Medium Hazard** - General Liability shall not be less than $500,000 per occurrence if alcohol is NOT to be served; and no less than $1,000,000 if liquor license(s) are an event component.

Revised August 2014
High Hazard – Limits of general liability shall not be less than $1,000,000 per occurrence and/or aggregate combined single limit for personal injury, bodily injury and property damage.

Special Hazard – To be reviewed on an individual basis, but in no instance shall the insurance required be less than that required for High Hazard events.

For any private property, you must have permission of the property owner. This includes property owned by other taxing bodies such as:

- Geneva Public Library, (630) 232-0780
- Geneva Park District, (630) 232-4542
- Fox River Bike Trail, Jim Eby of the Batavia Park District, (630) 879-5235, ext. 2011
- Kane County Government, Mary Remiyac, (630) 232-5973
- Kane County Forest Preserve District, (630) 232-1242
- Geneva School District 304, (630) 463-3000
- Geneva Post Office, (630) 232-6262

EVENT INFORMATION

A. Name of Event: MIGFEST MUSIC FESTIVAL

B. Name of organization staging event: Onesti Entertainment Corporation

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>105 East Main Street</td>
<td>St. Charles</td>
<td>Illinois</td>
<td>60174</td>
</tr>
</tbody>
</table>

Phone: 630-982-7000

web: http://www.oshows.com

Is the organization registered with the State of Illinois as a non-profit organization? □ yes □ no

C. Name of the applicant: Ron Onesti

<table>
<thead>
<tr>
<th>Relationship to the organization?</th>
<th>President/CEO</th>
</tr>
</thead>
</table>

Are you 18 years or older? □ yes □ no

<table>
<thead>
<tr>
<th>Work phone</th>
<th>Cell phone</th>
<th>Home phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>630-982-7000</td>
<td>773-908-5535</td>
<td>630-521-1225</td>
</tr>
</tbody>
</table>

Email: ron@oshows.com

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<tr>
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<th>Zip</th>
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<td>St. Charles</td>
<td>Illinois</td>
<td>60174</td>
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D. If other than (B) above, who will be the City's main contact?

<table>
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<tr>
<th>Relationship to the organization?</th>
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Main contact: ___

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<tr>
<th>Work phone</th>
<th>Cell phone</th>
<th>Home phone</th>
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Email: ___

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E. Type of event (check all that apply):

- Festival/Fair
- Parade/March
- Concert
- Race/Walk/Bike Ride
- Carnival
- Other: ____________

F. Description of the proposed event:

MIGFEST - "Music In Geneva" Three-day music concert series featuring a variety of family friendly acts from Classic Rock, Pop/R&B and Country. Food, beverage and beer & wine to be sold.
G. Site of the Proposed Event:
Gunnar Anderson Forest Preserves at the Kane County Government Center

H. Event Details:
Event start time: Date July 17, 18, 19 Time 7/17 8pm-11:30pm, 7/18 3pm-11:30pm, 7/19 3pm-8pm
Event finish time: Date July 19 Time 8pm
Is the event one day or multiple? ☐ One Day ☐ Multiple
Is the event in one location or multiple? ☐ One Location ☐ Multiple

What, if any, is chosen for a rain location on the original date? The Arcada Theatre
What, if any, is chosen for a rain date? None

Is this an annual event? ☐ yes ☐ no
Is the event a fundraiser? ☐ yes ☐ no Beneficiary: ____________________________
Registration/Entrance Fee: ☐ yes ☐ no Amount: $ 15, $29, $49, $79

I. Estimated attendance (max per day): 3000

J. Is the event on public or private property? Please check all that apply:
   a. ☐ City sidewalk ☐ City streets ☐ Parking spaces ☐ City parking lots
      (if yes to any, be sure to provide details in section M)
   b. ☐ Private property
      If so, owned by whom? ____________________________
      Please identify by address or street corner: ____________________________

K. Do you use a liability release form or signed waiver? ☐ yes ☐ no If yes, please attach.

L. Does your event require signage? (Note: All signs associated with your special event should be
   included in application for approval. Such signs shall comply with the temporary sign regulations in
   section 11-12-7B of Zoning Ordinance)
   ☐ yes ☐ no

If yes, please describe signage type and location of each: 4’ x 8’ corrugated plastic sign 30 days before the event to educate the community about the dates and location of the event. It would be placed at the entrance of the Kane County Government Center.

M. Submit a detailed explanation, including drawings, site plan, and diagrams where applicable, of your plans to provide for the following City services, if requested. (Notate the map/site diagram in section N as needed)
<table>
<thead>
<tr>
<th>Requested City Services</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Does your event require the use of city sidewalks?</td>
<td><strong>Details</strong>: Describe where and why the service is needed. Indicate needs on a site diagram, either in Section N, or attach a map. <strong>Where?</strong> Please map in Section N or attached site plan.</td>
</tr>
<tr>
<td>Yes □ No</td>
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<tr>
<td>Does your event require the use of city parking lots?</td>
<td><strong>Details</strong>: Please map in Section N or attached site plan. <strong>Which lots?</strong></td>
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<tr>
<td>Yes □ No</td>
<td></td>
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<tr>
<td>Does your event require closure of any on-street parking spaces?</td>
<td><strong>Details</strong>: Please explain need for “No Parking, Detour, &amp; Road Closed” signs and include a site plan. <strong>For what use?</strong> (for example, trolley, tent, other?) <strong>Which spaces?</strong></td>
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<td>Yes □ No</td>
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<td>Does your event have a plan for vehicle access and parking facilities?</td>
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<td>Yes □ No</td>
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<td>Do you wish to use the front lawn of the Kane County Courthouse on 3rd St.?</td>
<td><strong>Details</strong>: Contact Kane County for permission at (630) 232-5973; include documentation of your County approval.</td>
</tr>
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<td>Yes □ No</td>
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If you would like barricades or traffic cones, please identify the intersection, date and time:

<table>
<thead>
<tr>
<th>Intersection</th>
<th>N/S/E/W</th>
<th>Dates</th>
<th>Times</th>
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If you are requesting a street closure, please fill in the following information and submit a map along with this application.

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<thead>
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<th>Street Name</th>
<th>From</th>
<th>To</th>
<th>Dates</th>
<th>Times</th>
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<td>Are you requesting Police services?</td>
<td>Please provide details here:</td>
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<tr>
<td>• Security</td>
<td>Traffic control and crossing assistance at the entrance of the Kane County Government Center.</td>
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<tr>
<td>• Barricades placed?</td>
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<td>• Crowd control</td>
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<td>• Street closure</td>
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<td>• Crossing assistance</td>
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<td>• Other?</td>
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☐ Yes  ☐ No

If you would like street crossing assistance, please identify the intersection, date & time:

<table>
<thead>
<tr>
<th>Across what street</th>
<th>At what cross street</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>For ex: Route 3B</td>
<td>@ River Lane</td>
<td>5/2/2012</td>
<td>9am - 10:30am</td>
</tr>
<tr>
<td>Rt. 31</td>
<td>@ 3rd Street</td>
<td>July 17</td>
<td>6pm-11:30pm</td>
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<td>July 18</td>
<td>6pm-11:30pm</td>
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<td>July 19</td>
<td>5pm-8:30pm</td>
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</tbody>
</table>

Event Details

Clean Up & Waste Disposal -

☐ Yes  ☐ No

Identify your procedure – who and how.

Will you use a tent?

☐ Yes  ☐ No

If yes, what is the size of the tent? 400 s.f.

Will the tent be on:

☐ Private Property
☐ Public Property

Details describe where and why the service is needed, and if indicated on an attached map

Contact Elyse at Advance Disposal (City provider) to arrange for special services, (630) 762-7565, or elyse.kowal@advanceddisposal.com

Tents larger than 400 s.f. with sidewalls require a permit, per national fire code. Large tents placed into public ROW via "stakes" require tent anchors to be installed in the pavement. NO stakes can be driven into City right-of-way without prior permission from the City of Geneva via a ROW permit. Describe your tent and stake use plans below and indicate where you wish to place the tent on your site diagram in Section N.

When will tent be set up? **July 15**

(Please plan for tent set up no earlier than one day prior to the event and tent tear down, within a day of the event)

How will tent be secured? (Contact JULIE whenever use of stakes has been approved)

☐ pop-up  ☑ stakes  ☐ barrels  ☐ weights  ☐ permanent anchors
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will you use a stage?</td>
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<tr>
<td>[ ] Yes [ ] No</td>
<td></td>
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<tr>
<td>If yes, please map on your site diagram in Section N.</td>
<td></td>
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<tr>
<td>Is noise control and abatement needed?</td>
<td></td>
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<tr>
<td>[ ] Yes [ ] No</td>
<td></td>
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<tr>
<td>By signing this application, you agree to adhere to the City Noise Ordinance, Title 5, Chapter 3.</td>
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<tr>
<td>Are you intending to sell merchandise outside?</td>
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<tr>
<td>[ ] Yes [ ] No</td>
<td></td>
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<tr>
<td>If yes, where?</td>
<td></td>
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<tr>
<td>[ ] Is this private property? [ ] Is this public property?</td>
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<tr>
<td>Are Itinerant or Transient Merchant Licenses needed?</td>
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<tr>
<td>[ ] Yes [ ] No</td>
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<tr>
<td>If merchandise is to be sold by any vendor who does not already operate a licensed business in the City (itinerant merchant), or by an existing business operating in a location other than their normal place of business (transient merchant), list these businesses and provide the Illinois Business Tax Number (IBT#) for the business. Please use a separate sheet if necessary. If the list is not yet known, please advise when you will be able to submit to the City.</td>
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<tr>
<td>Are connections to the City water utility needed?</td>
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<tr>
<td>[ ] Yes [ ] No</td>
<td></td>
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<tr>
<td>Where and for what purpose?</td>
<td></td>
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<tr>
<td>Are connections to the City electric utility needed?</td>
<td></td>
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<tr>
<td>[ ] Yes [ ] No</td>
<td></td>
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<tr>
<td>Where and for what purpose?</td>
<td></td>
</tr>
<tr>
<td>Insurance and bonding arrangements</td>
<td></td>
</tr>
<tr>
<td>[ ] Yes [ ] No</td>
<td></td>
</tr>
<tr>
<td>Please attach certificate of insurance naming City of Geneva as additional insured. If not yet available, please advise when you will be able to submit to the City?</td>
<td></td>
</tr>
<tr>
<td>Insurance company name: JD Fulwiler &amp; Co. Insurance, Inc. PO Box 64, Address: 5727 SW Macadam Ave., Portland OR 97239 Phone: (503)293-8325 (503)293-5418 Contact: Bari Smith <a href="mailto:bsmith@jdfulwiler.com">bsmith@jdfulwiler.com</a></td>
<td></td>
</tr>
<tr>
<td>Have you had any problems or incidents with your event in the past?</td>
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<tr>
<td>[ ] Yes [ ] No</td>
<td></td>
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<tr>
<td>If yes, please explain what actions are being taken to correct the problem for the next event.</td>
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</tr>
<tr>
<td>Fire Protection and Emergency Medical Services</td>
<td></td>
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<td>-----------------------------------------------</td>
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<tr>
<td>Will the Fire Department have access to all sites in the event of an emergency?</td>
<td>If not, please provide a contingency plan in the event of an emergency.</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Will you be supplying your own First Aid station?</td>
<td>Depending on attendance, the City may require Police and/or Fire personnel at the function. The City shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to residents, and reduce the public liability exposure to the sponsoring agency as well as the City. The cost for City personnel involved in advance of, during, and after, the day(s) of the event may be charged back to the sponsoring agency.</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Will any fire hydrants be obstructed?</td>
<td>If yes, where?</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Food and Drink, Health and Sanitation Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you intending to sell or serve food? <em>(If yes, contact the Kane County Health Department)</em></td>
</tr>
<tr>
<td>Where will food be served?</td>
</tr>
<tr>
<td>☐ Inside ☐ Outside</td>
</tr>
<tr>
<td>Who will prepare the food?</td>
</tr>
<tr>
<td>Have you applied for a permit from the Kane County Health Department?</td>
</tr>
<tr>
<td>Kane County Health Department, 630-444-3040</td>
</tr>
<tr>
<td>Refuse/Food Waste Disposal</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Will you have bathrooms?</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>If so, where?</td>
</tr>
<tr>
<td>Do you wish to serve alcohol?</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>
SITE PLAN AND/OR ROUTE

N. Site Map to be completed by event organizer. Use this page to provide a diagram of the event. In the space below, please provide the following information (if applicable). Attach additional sheets or maps as needed.

- General map of location
- Street closures /parking
- Information sign locations
- Garbage cans (GC)
- Tents (tent)
- Electrical equipment (Elec)
- Loud speakers (Spkr)
- Bleachers (B)
- Food vendor booths (FV)
- Other business booths (BB)
- Stages (S)
- Toilet sites (T)
- Information booths (Info)
- First Aid Stations (FA)

For tent(s), diagram should show the following:
  ➢ Two marked exits with emergency lights
  ➢ Seating and table layout
  ➢ Electric or heat placement
  ➢ Fencing and gates
HOLD HARMLESS AGREEMENT
Submit a Hold Harmless Agreement, either with this form, or on your organization’s letterhead using the following suggested language. This form must be signed by an authorized representative of your organization.

In consideration of the City of Geneva permitting, the Onesti Entertainment Corporation ("Organization") to conduct MAGFEST ("Event"), the Organization recognizes, acknowledges, and assumes any and all risks arising from or in any way related to the event.

To the fullest extent permitted by law, the Organization agrees to defend, pay on behalf of, indemnify and hold harmless the City of Geneva, its elected and appointed officials, employees, and volunteers, and others working on behalf of the City; against any and all claims, demands, suits, loss, injuries, deaths, judgments, costs, and expenses (including all attorney fees and costs), arising from, or resulting from or in any way related directly and/or indirectly to the event, except that arising out of the sole legal cause of the City of Geneva, its officers, officials, employees, and agents.

The Organization shall, at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and if any judgment shall be rendered against the City of Geneva, its officers, officials, employees and/or agents, in any such action, the Organization at its own expense shall satisfy and discharge same.

The invalidity of any provisions(s) of this INDEMNIFICATION/HOLD HARMLESS or unenforceability of any of its provisions shall not affect the validity or enforceability of the remainder of this INDEMNIFICATION/HOLD HARMLESS provisions contained herein.

The organization and the authorized signatory below agree to inform the City of Geneva of any changes in the application at least thirty (30) days prior to the event.

Onesti Entertainment Corporation (Name of Organization) May 15, 2015 (Date)
Ron Onesti Authorized Signatory

Signed and sworn to before me this 15th day of May 2015.

Notary Public

All applications must be signed and notarized.

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services and scheduling of other events. Requests for changes or additional services are not guaranteed for approval and/or may require additional cost for the City to provide.

The City of Geneva reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

Deliver all completed items to:

City of Geneva
Attn: Economic Development Director
22 S. First Street
Geneva, IL 60134
City of Geneva, Illinois
Special Event/Festival Application

Sponsoring Entity Checklist
Please submit your completed/signed Special Event Application to the Economic Development Department. Does your application include the following:

- [ ] Event information including your request for city services
- [ ] Site plan and/or route
- [ ] Certificate of insurance naming the City
- [ ] Hold harmless agreement on your organization's letterhead (sample language attached)
- [ ] Sample waiver used by participants, if applicable

Indicate date you have applied for other approvals (as needed):

- [ ] Food permit/Kane County Health Department
- [ ] County Courthouse Lawn or Government Center Event Permit / Kane County Facilities
  - Contact: Mary Remiyac, Facilities Manager
  - 719 Batavia Ave., Geneva, IL, 60134
  - (630) 232-5973
  - Email: remiyacmary@co.kane.il.us, website: www.countyofkane.org
- [ ] Raffle license (Kane County Clerk's office)
- [ ] Geneva Park District (Geneva Park Facilities)
- [ ] Approval for use of Fox Valley Bike Path - through Jim Eby at Batavia Park District
- [ ] IL Department of Transportation (State route street closure requests)
- [ ] Kane County Department of Transportation (street closure requests, outside of City)

Indicate date you have applied for any required permits/licenses (code section is noted):

- [ ] Carnival License Title 4, Chapter 4, Section 4-4-6 – Carnivals and Amusement Rides
- [ ] Temporary Outdoor Sales of Beer and Wine or Special Event Liquor License Title 4, Chapter 2
- [ ] Tent License Title 10, Chapter 4, Fire Prevention and Safety
- [ ] Sign/Banner Title 10, Chapter 5, Signs
- [ ] Itinerant Merchant / Transient Merchant License Title 4, Chapter 9
- [ ] Horse Carriage, Wagon, and Trolley Title 4

Applicants Statement of Agreement:
I hereby affirm that the above information is true and correct in describing the intent of this application. I have read, understand, and agree to abide by the rules and regulations included in this application including the instruction section of this application. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the City of Geneva. I understand that the issuance of the special event permit is contingent upon compliance of all conditions, requirements, and City codes. Further, I understand that the City of Geneva, upon direction of the City Administrator or designee may rescind permission to hold any or all portions of a special event within the City if in his/her judgment it is in the public's best interest to do so.

I, Ronald J. Onesti _________________________________ the undersigned, agree to abide by the provisions in this application and the instructions attached hereto.

Date: May 15, 2015 __________________ Signature of applicant __________________

***This event will be placed on an agenda; will you be in attendance to address the Council? ☐ Yes ☐ No
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER 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 be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
JD Fulwiler & Co. Insurance, Inc.
5727 SW Macadam Ave
PO Box 69508
Portland OR 97239

INSURED
The Onesti Entertainment Corporation
DBA: The Arcada Theatre
105 East Main Street
St Charles IL 60174

CONTACT
NAME: Bari Smith
PHONE (503) 293-8325
FAX (503) 293-5418
E-MAIL bsmith@jdfulwiler.com

INSURER(S) AFFORDING COVERAGE

INSURER A: Great Divide Insurance Co.

COVERAGES
CERTIFICATE NUMBER: 15/16 w/ inc rental limit

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.

<table>
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<tr>
<th>INSR. LTD</th>
<th>TYPE OF INSURANCE</th>
<th>ADD'L LIMIT</th>
<th>PSD</th>
<th>MWV</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF (MM/DD/YYYY)</th>
<th>POLICY EXP (MM/DD/YYYY)</th>
<th>LIMITS</th>
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<tr>
<td>A</td>
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<td>CLAIMS-MADE</td>
<td>X</td>
<td>OCCUR</td>
<td>CPA100227419</td>
<td>4/6/2015</td>
<td>4/6/2016</td>
<td>EACH OCCURRENCE: $1,000,000</td>
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<td>LIQUOR LIABILITY</td>
<td>X</td>
<td>LOC</td>
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<td>DAMAGE TO RENTED PREMISES (EXC ESTIMATE)</td>
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<td>MED EXP (Any one person)</td>
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<td>PERSONAL &amp; ADV INJURY</td>
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<td>GENERAL AGGREGATE</td>
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<td>PRODUCTS - COMM./AGG.</td>
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<td>Liquor Liability</td>
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<tr>
<td>A</td>
<td>AUTOMOBILE LIABILITY</td>
<td>ANY AUTO</td>
<td>ALL OWNED AUTOS</td>
<td>SCHEDULED AUTOS</td>
<td>HIRED AUTOS</td>
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<td>4/6/2015</td>
<td>4/6/2016</td>
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<tr>
<td></td>
<td></td>
<td>X</td>
<td>NON-OWNED AUTOS</td>
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<td></td>
<td></td>
<td>ANY ONE ACCIDENT</td>
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<td>$1000 MIN/$7500 MAX DED</td>
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<tr>
<td>A</td>
<td>UMBRELLA LIABILITY</td>
<td>OCCUR</td>
<td>CLAIMS-MADE</td>
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<td>CUA20130711</td>
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<td>AGGREGATE: $4,000,000</td>
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<td>WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY</td>
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<tr>
<td>A</td>
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<td>4/6/2015</td>
<td>4/6/2016</td>
<td>RENTED EQUIPMENT</td>
<td>$150,000</td>
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</tbody>
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Music in Geneva Fest on July 15-20, 2015 - Outdoor Concert on the Gunnar Anderson Forest Preserve, 719 Batavia Ave, Geneva IL. The Certificate Holder; the City of Geneva; the County of Kane & the Kane County Forest Preserve District are included as Additional Insured, but only with respect to claims arising from the negligence of the Named Insured.

CERTIFICATE HOLDER
Gunnar Anderson Forest Preserve
719 S Batavia Ave
Geneva, IL 60134

CANCELLATION
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
Bari Smith/BARI

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