



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve Street Closure, Class E2 Liquor License, and Use of Amplification Equipment for the Heritage Center “Best of St. Charles Foodie Fest and Family Fun Day”
Presenter:	Chief Keegan

Please check appropriate box:

	Government Operations	X	Government Services 04.25.16
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$1,387.95 (PW)	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

This application was received on March 1st and the special event committee met with the event organizers on March 15th.

This is the sixth annual event for this organization. The “Best of St. Charles Foodie Fest and Family Fun Day” will once again be facilitated by the St. Charles History Museum/Heritage Center, 215 E. Main Street; however event coordinators are requesting the event be moved from the Center to the top level of the Walnut Avenue Parking Deck (Municipal Lot “S”) rather than on the street (S. 3rd Ave). They are also recommending a few new ideas for this year’s event, to include a two-day event and changing the food to local food vendors instead of a pig roast. The fundraiser will be held as it has been in the past on Saturday, July 30th; from 5:00 p.m. to 9:00 p.m. Alcohol service has been requested for that event.

The Family Fun Day is proposed for Sunday, July 31st from 11:00 a.m. – 4:00 p.m. No alcohol will be served at that event.

The Office Dining & Spirits has submitted an E2 Liquor License for approval and will be responsible for the liquor (beer and wine) portion of this event. They sponsored this event in the past, as well. All servers will be Basset certified in time for the May 2nd City Council meeting. The entire area will be fenced off with volunteers working the two entrances. Liquor sales will start at 5:00 p.m. and end at 8:30 p.m.

An amplification permit has been requested for music and public speaking. This has been requested for the top level of the Walnut Avenue Parking Deck.

Following is the estimated total cost for the city in which event coordinators are responsible for reimbursing in full: **Public Works: \$1,387.95**. Due to the fact there were no incidents last year and the low volume of attendees (200 – 250), the Police Department does not need to post any extra duty officers for this event.

Attachments: *(please list)*

Map of event layout

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve parking lot closure, Class E2 Liquor License, and use of amplification equipment for the Heritage Center Foodie Fest.

<i>For office use only:</i>	<i>Agenda Item Number: 6.a</i>
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Family Fun Day



Best of St. Charles Foodie Fest

