



## CITY COUNCIL AGENDA ITEM

**To:** Mayor Graham and City Council

**From:** Ted Shekell, Planning Director  
Walter Denton, City Administrator

**Date:** August 3, 2009

**Subject:** Special Event Permit – St. Clare Catholic Church Oktoberfest and 5K Run (MOTION)

---

**List of committees that have reviewed:** The Community Development Committee voted 5-ayes, 0-nays, to recommend approval of the Special Event Permit for St. Clare Catholic Church Oktoberfest and 5K Run as proposed by the applicant.

### **Background:**

- Applicant: St. Clare Catholic Church
- Event will be held on Friday, September 25, 2009 from 6:00-11:00 pm and Saturday, September 26, 2009 from 7:00 am-11:00 pm. The Friday Night Fun is new this year and will be held in the St. Clare School gym.
- Oktoberfest
  - Location: St. Clare School parking lot and playground (NE corner of South Cherry and West Third Streets)
  - Event includes food, bingo, children's games, pony rides, raffle, beer garden, live music and dancing.
  - Requested street closure: Third Street from Oak to Cherry on Saturday from 7:00 am-midnight.
  - Parking will be along side streets of St. Clair Church and school grounds.
  - The general attendance is estimated to be between 100-200 people at the Friday event and 500-800 people on Saturday.
  - Attendees will use toilet facilities inside school building.
  - Event includes beer sales from 4 pm to 11 pm. Applicant is in the process of obtaining the necessary liquor license and raffle license.
  - In case of rain, the event will be held in the school cafeteria and gymnasium.
  - This event is very similar to the previous Oktoberfest events approved by the Council.
  - **The church has hired an off-duty officer for the evening event.**
- 5K Run
  - Registration begins at 7:15 am; race starts at 8:30 am
  - Kid's run held in the church parking lot at 1411 Cross Street; race begins at 10 am
  - Run activities will be held in the church parking lot at 1411 Cross Street until 3 pm (food & drinks, kid's entertainment)
  - Race route is outlined in this packet.

- Applicant requests Police/EMS presence during the 5K run. **The run event will be handled with on-duty personnel (assisted by Shiloh Police Department).** No street closure requested for the run.
- Signage will be provided for the race route

**Legal Considerations, if any:** None

**Budget Impact:** None

**Staff Recommendation:** The Public Works, Police and Fire Departments reviewed and approved the event. Staff recommends approval of the Special Event Permit.