



PLANNING & ZONING DEPARTMENT
255 S. Lincoln Avenue, 2nd Floor
O'Fallon, IL 62269
Ph: (618) 624-4500 x4
Fax: (618) 624-4534

Attach proof of not-for-profit status (checked) OR Provide \$50.00 application fee

RECEIVED NOV 12 2009 3:55 pm.

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name: SAINT JUDE'S CRUSADERS CHRISTMAS TREE LOT
Location of Event: GAYONS FROZEN CUSIANO, 406 W. US HIGHWAY 50
Name of Event Organizer: DAVID B WOLF
Mailing Address: 1808 CABINESS CT, O'FALLON, IL 62269
Business Address: FRA 805 W. US HIGHWAY 50 Phone: 618-632-6620
Name of person in charge of event: DAVID B. WOLF
Mailing Address: 1808 CABINESS CT, O'FALLON, IL 62269
Secondary Contact Person: MICHAEL L. SCHALTENBRAND 618-789-6325
Beginning Date/Times: NOV 27, 2009 5:00pm - 10:00pm Ending Date / Times: DEC. 24, 2009

THE FOLLOWING INFORMATION (WHERE APPLICABLE) MUST BE PROVIDED IN WRITTEN FORM BEFORE APPLICATION WILL BE PROCESSED.

1. Narrative (including hours of operation; activities provided; signage including dimensions, quantity, and location; traffic/parking plan; contingency plans for rain; plans for toilet facilities; security plan; expected attendance; etc).

2. Sketch plan of site.

[X] ATTACHED [] NOT APPLICABLE

3. Permission letter from property owner, if applicant is not the property owner.

[X] ATTACHED [] NOT APPLICABLE

4. Proof of not-for-profit status.

[X] ATTACHED [] NOT APPLICABLE see attached letter (unsigned)

5. Proof of Liability Insurance should be provided and if event is held City property, City should be named as an additional insured in the amount of One Million Dollars (\$1,000,000).

[] ATTACHED [X] NOT APPLICABLE

6. Damage bonds or cash deposit to protect City facilities (this would be mainly for out-of-town sponsors) in the amount of \$300,000.

[] PAID [X] NOT PAID

7. Liquor license information for beer sales (including hours of sale): N/A
(Attach release/indemnification forms and a copy of the liquor license and certificate of liquor liability)

8. List for profit vendors and sales tax numbers (to verify that sales tax is collected and remitted) to be provided prior to event: N/A

9. Special consideration requests such, as City provided assistance. (Fees may be charged for these services). Please include specific considerations requested in narrative or as an attachment.

NONE REQUESTED

Street Department, IDOT (for street closings, signalization, and detour routes)

Parks Department Police Department Fire and EMS Department

10. Coordinate all food concessions with St. Clair County Health Department at (618) 233-7769.

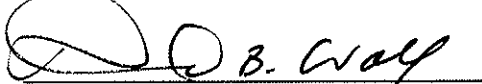
PERMIT REQUIRED (please attach copy) NOT APPLICABLE

11. American Disability Compliance

ATTACHED NOT APPLICABLE

As part of the approval of this Special Event Permit, temporary signs for said Special Event shall be permitted as provided for in the City Sign Ordinance or as otherwise approved by the City Council.

Electrical inspections are required for all new exterior electrical connections. The City electrical inspector must be contacted a minimum of twenty-four (24) hours prior to inspection.


Signature of person in charge of event

11/10/09
Date of Submission

FOR OFFICE USE ONLY

PLANNING & ZONING DIRECTOR ADMINISTRATIVE APPROVAL: () YES () NO

All other requests for "Special Events Permits" not approved by the Planning Director shall go before the City Council for their approval.

APPROVED: CITY COUNCIL _____ (DATE)

**Schaltenbrand & Schaltenbrand
7400 West Main Street
Belleville, Il 62223
618-398-4173**

Saint Jude's Crusaders is a Not For Profit Corporation, incorporated in the State Of Illinois. The registered agent for the corporation is Lawrence E. Schaltenbrand. The Tax ID number is 27-1067051. The President of the corporation is David B. Wolf, 1808 Cabiness Court, O'Fallon, Illinois 62269. The Secretary of the corporation is Michael L. Schaltenbrand, 152 Stonehaven Court, O'Fallon, Il 62269.

Lawrence E. Schaltenbrand
President,
Schaltenbrand & Schaltenbrand
Public Accountants

North ↑



- ▭ - WORKERS PARKING AREA
- ▴ - CHARITABLE TREE LOT SIGN
- ▨ - TREE STORAGE AREA
- ≡≡ - TREE DISPLAY AREA
- ▭▭▭▭ - CUSTOMER PARKING
- - GATORS SIGN UTILIZED

RECEIVED NOV 12 2009

November 12, 2009

To: City of O'Fallon

From: K & R Trust, William Reidelberger, Trustee
1042 Shadow Ridge Crossing
O'Fallon, IL 62269
618 632-9826, 618 604-7371 cell

Re: Sale of Christmas Trees
406 W. Highway 50/406 W. 8th
O'Fallon, IL 62269

We are aware Christmas trees will be sold at the above referenced property.

Sincerely,


William H. Reidelberger
Trustee