



CITY COUNCIL AGENDA ITEM

To: Mayor Graham and City Council

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

Date: March 15, 2010

Subject: Special Event Permit – H.O.G. Rally (MOTION)

List of committees that have reviewed: The Community Development Committee reviewed this application at its March 8, 2010 meeting and recommended it for approval with a vote of 4-0.

Background:

- Applicant: Jim Clindaniel for Illinois State H.O.G. Rally
- Location: Regency Conference Center, Community Park, downtown O'Fallon
- Headquarters for the rally will be Regency Conference Center – all events at the conference center do not require a Special Event Permit. The Rally will run from June 3 – 5, 2010, but the events requiring Council approval will only be on June 4th and 5th. They are detailed below.
- Closing Parade
 - Saturday, June 5th
 - Leave conference center at 5pm; end at Community Park (see attached map for route)
 - Request for Police assistance to close Regency Park Drive at 4:30pm, block intersections along parade route, and block street and parking lot in front of Cavins Center
- Closing Ceremony and “Party in the Park”
 - Saturday, June 5th
 - Located in Community Park
 - Request for City to sponsor these items:
 - Coordinate and pay for band, waive pavilion fee, provide security and first responder support, provide picnic tables
 - Applicant will be responsible for paying the City a maximum of \$1500 to cover the cost of portable toilets and cleanup of the park after the event. Whether or not the applicant passes this cost on to the food/alcohol vendor, the applicant is still responsible for the cost of these services.
 - Hours: 5:00pm to 10:00pm
 - Bike show will run from 6:00pm to 7:00pm
 - Closing Ceremony: 7:30pm to 8:00pm
 - Expected Attendance: 3,000 people
 - Request for Fire Dept to display ladder truck and American flag, advanced life support ambulance
 - Static hot air balloon display (see diagram)
 - Applicant is working on securing the food and beer vendor. Vendor will be responsible for cleaning up the park and providing portable toilets.

- A large tent will be displayed in the park (see diagram)
- Walking Poker Run
 - Located in downtown O'Fallon
 - June 4th and 5th
 - Coordinated with Downtown O'Fallon organization
 - Participants visit downtown businesses to get a stamp.
 - No alcohol sales are associated with this event.
- Request for permission to display two large banners at existing locations over State Street and Lincoln Avenue.
- Request Parks Department to provide 6 bleachers at conference center for June 4th and 5th

Legal Considerations, if any: None

Budget Impact: The City will pay for the band at a cost of \$1,200. The applicant will be responsible for paying the City a maximum of \$1500 to cover the cost of portable toilets and cleanup of the park after the event. Whether or not the applicant passes this cost on to the food/alcohol vendor, the applicant is still responsible for the cost of these services.

Staff Review: The Fire Department had no issues with the request. Pending favorable comments from the Police and Parks Departments, staff recommends approval of the Special Event Permit with the following conditions:

1. All vendors must have proper insurance and licenses to operate.
2. Applicant will be responsible for paying the City a maximum of \$1500 to cover the cost of portable toilets and cleanup of the park after the event. Whether or not the applicant passes this cost on to the food/alcohol vendor, the applicant is still responsible for the cost of these services.