



**WILMETTE PARK DISTRICT
Lakefront Committee Meeting**

*Monday, February 3, 2020
6:30 p.m. – Mallinckrodt Community Center*

AGENDA

- I. Meeting Called to Order

<u>Members of the Committee:</u> Commissioner Bryan Abbott, Chair Commissioner Gordon Anderson Commissioner Cecilia Clarke	<u>Staff:</u> Superintendent Emily Guynn
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- II. Approval of Minutes
 - A. January 6, 2020

- III. Recognition of Visitors

- IV. Communications and Correspondence

- V. Unfinished Business
 - A. Shoreline Protection Professional Agreement – For Recommendation
 - B. Comprehensive Plan RFP – Staff Update

- VI. New Business
 - A. Permits
 - Go Green Wilmette – March 8, 2020
 - Central School – June 9, 2020

- VII. Manager’s Report

- VIII. Adjournment

If you are a person with a disability and need special accommodations to participate in or attend a Wilmette Park District meeting, please notify the Director’s Office at 847-256-6100.

Wilmette Park District **Policy for Public Comment**

The Board of Park Commissioners, in its regular or special meetings, is a deliberative body assembled to make decisions on new and pending matters affecting the District. Park Board and Committee meetings are meetings held in public, not a public meeting. The Board invites both oral and written communications from its residents.

To facilitate the conduct of Board/Committee meetings, the following procedures will be followed:

1. A section of each regular meeting is set aside for public comment and will be noted on the agenda as "Recognition of Visitors."
2. During the "Recognition of Visitors" agenda item, audience members should raise their hands and be recognized by the President/Chairperson prior to speaking.
3. When recognized by the President/Chairperson, each audience member should identify themselves and limit speaking to no more than three (3) minutes, unless additional time is granted by the President/Chairperson.
4. Questions are to be directed to the entire Board/Committee.
5. Park Board members may, by addressing the President/Chairperson, interrupt a presenter to obtain clarification and/or further information.
6. A Board/Committee meeting is not a forum for complaints against individual employees. Such matters are handled by directly contacting the Executive Director. Complaints against the Executive Director should be handled by directly contacting the President of the Board of Park Commissioners.
7. During presentation and discussion of agenda items, the President/Chairperson will not recognize speakers in the audience unless the Board/Committee desires additional information from an audience member.
8. When addressing the Board/Committee, all persons permitted to speak shall confine their remarks to the matter at hand and avoid personal remarks, the impugning of motives, and merely contentious statements. If any person indulges in such remarks or otherwise engages in conduct injurious to the civil discourse of the Board/Committee and the meeting, the President/Chairperson may immediately terminate the opportunity to speak. This decision is at the discretion of the President/Chairperson or upon the affirmative vote of two-thirds (2/3) of the park board commissioners present.
9. Any person, except a member of the Board, who engages in disorderly conduct during a meeting, may be ejected from the meeting upon motion passed by a majority of the Board present.



WILMETTE PARK DISTRICT Lakefront Committee Meeting Minutes

Monday, January 6, 2020
Mallinckrodt Community Center

Present

Commissioners/Committee: Chair, Bryan Abbott, Gordon Anderson, Cecilia Clarke
Staff: Emily Guynn, Steve Wilson

Staff: Holly Specht

Absent

None

I. Meeting Called to Order

Meeting called to order at 6:30 p.m.

II. Approval of Minutes

A. Commissioner Anderson moved and Commissioner Clarke seconded a motion to approve the minutes for November 4th, November 6th and November 22, 2019, Lakefront Committee meeting. All voted yes.

III. Recognition of Visitors

The Attendance Sheet will become part of the permanent record.

IV. Communications and Correspondence

None

V. Unfinished Business

A. Shoreline Protection RFP - Update

- Director Wilson discussed speaking with SmithGroup regarding contract language and board approval and not using an AIA contract but using a simplified contract. He stated the plan is to bring the contract to February meeting for review. He reported that he agreed with SmithGroup to run a structured process over a shorter time frame as compared to prior lakefront projects and is looking to accomplish the process in a 3 to 4 month window. He continued by confirming the plan is to evaluate the current infrastructure and do what is needed in the short-term to fight against erosion while SmithGroup develops options for long-term solutions

B. Comprehensive Plan RFP - Update

- Director Wilson sent the board an email asking for recommendations to better define the scope and public input process for the project. He would then take it back out to both Hitchcock and Lakota and give them a chance to both equally update their proposals.

- The Committee discussed the topics of scope and public process, but ultimately determined they would like to discuss further with the entire board before solidifying the approach and directing staff to take further steps

VI. New Business

A. Permits

- Cystic Fibrosis walk on May 3rd
- Wedding in Gillson on July 25th
- Triathlon, later in the summer, major event for staff out by 10:30 a.m.

Consensus for approval of all permits, all voted in favor yes

VII. Manager's Report

Holly Specht reported:

- Lakeview had 7 rentals in December
- Interviewing, hired 20 people and strong return of staff members
- Sailing beach contracts printed, ready to mail and emailed by Feb. 24th
- SUP racks, 15 racks and question is where to put them
- 2 request for camp groups (day camp)

VIII. Adjournment

There being no further business to conduct, the Lakefront Committee meeting was adjourned at 7:38 p.m.

Minutes Approved on _____

Committee Chair

Department Head

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LETTER FORM PROPOSAL

January 8, 2020

Steve Wilson
Executive Director
Wilmette Park District
1200 Wilmette Avenue
Wilmette, Illinois 60091

RE: Shoreline Protection Study
Village of Wilmette, Illinois

Dear Steve:

On behalf of SmithGroup, Inc., ("SmithGroup") we are pleased to submit this proposal to the Wilmette Park District ("WPD" or "client") for the Shoreline Protection Study in response to WPD's Request for Proposal dated August 29, 2019. The following is our understanding of the services which are to be provided.

UNDERSTANDING OF THE PROJECT

Wilmette Park District owns, operates, and maintains Lake Michigan shoreline property at two locations: Langdon Park and Gillson Park. Together, these properties support a wide range of formal and informal recreational activities such as swimming, walking, sailing, nature-watching, beachgoing, and associated programming such as aquatics camp and holiday fireworks displays.

High-water levels in Lake Michigan have resulted in greater than normal risk of repetitive storm damage and flooding. Currently at Langdon Park access to the public beach is restricted due to ongoing active erosion of the access path and bluff, caused by both wave action and upland stormwater runoff. At Gillson Park there are several areas of concern, and the potential for storm damage over winter may result in additional land loss, habitat deterioration, and reduced functionality. WPD is seeking to study the existing shoreline conditions and previously installed protections to determine suitable shoreline protection alternatives and identify associated budgetary costs. The project study limits are defined as Gillson Beach from the harbor entrance (excluding harbor coastal structures), north to the northern extent of the Sailing Beach, and Langdon Beach and bluff (ref: Attachment 'A').

SCOPE OF SERVICES

Task 1.1: Visually Assess Current Conditions

SmithGroup will visit both Gillson Park and Langdon Park with WPD staff to visually inspect the two properties. SmithGroup will also walk the beachfront with staff in front of the private residences but assessment of conditions at the private properties is outside this project scope. Concurrently, SmithGroup will discuss with WPD staff the overall goals for recreation, habitat/riparian ecosystem at the beaches, and understand the current concerns of staff, and past efforts to stabilize the bluff at Langdon and nourish/protect the beaches. During the site visit, SmithGroup will collect up to 10 sediment samples for grain size analysis.

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Task 1.2: Desktop Review of Available Documents and Data

SmithGroup will review available project site materials, such as record drawings, property and parcel boundaries, utility information and other documentation as made available by WPD; as well as the following site information that is readily available from public sources:

- Historical aerial photos
- Existing Cook County LIDAR topography
- Available offshore bathymetry and water level/wave height information

SmithGroup will summarize findings from the review of the materials and identify data gaps and needs.

Task 1.3: Develop Base Map and Existing Conditions Inventory

SmithGroup will compile available aerial photography and site information into a single base map file to be used throughout the remaining tasks to illustrate current conditions and potential solution types.

SmithGroup will also conduct grain-size analyses of the up to 10 sediment samples collected during the site visit. The data will be used to compare with data from other nearby Lake Michigan beaches.

As an optional service to support stakeholder communications and to help document the existing shoreline conditions and guide analytics, SmithGroup, through a consultant, will provide drone videography services to collect a visual record of conditions of the study area. The fee for the drone videography services has been itemized in the Professional Services Fee section.

Task 1.4: Coastal Conditions Analysis & Numerical Model Setup

SmithGroup will perform a wind and wave hindcast assessment and review future projections to examine the range of water levels and wave heights that may be expected from a range of return period storm events. Using aerial photos and historical records along with sediment samples, SmithGroup will then develop and calibrate a numerical model for use in testing potential solutions in the Conceptual Alternatives task.

Task 1.5: Provide materials/visual aids for Lakefront Committee Meetings

SmithGroup will prepare for, attend and document up to four WPD Board Lakefront Committee Meetings. At each meeting, SmithGroup will prepare electronic (PowerPoint) format visual aids illustrating topics such as existing conditions, coastal processes, project solution typologies, shoreline stabilization implementation processes, permitting requirements, and conceptual level cost/schedule information in order to inform and educate Lakefront Committee members on the risks and opportunities associated with these sites. Meeting objectives and content will be developed and reviewed with the WPD prior to each meeting.

Task 1.6: Evaluate Conceptual Shoreline Stabilization Strategies

SmithGroup's team of coastal engineers and designers will develop a range of maintenance or construction strategies based on the conditions at the site. These strategies will be ranked based on effectiveness, compatibility with context, ease of implementation, complexity of permitting, general anticipated life-cycle cost, alignment with WPD goals, and WPD operations and maintenance procedures.

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SmithGroup will hold a workshop and document outcomes with WPD staff to evaluate and rank possible strategies, associated timelines, and funding opportunities against the criteria outlined above. For example, potential approaches could include strategies (or combinations of strategies) such as:

- Beach nourishment
- Slope stabilization
- Offshore structure(s)
- Enhanced or modified Operations & Maintenance
- Modest, ecologically-forward capital improvements focused above the ordinary high-water mark
- Retreat (reduce vulnerability by relocating programmatic functions)

Task 1.7: Develop and Test Alternatives

Based on preferences from the WPD established at the workshop in Task 1.6, SmithGroup will generate up to four (4) distinct alternatives for achieving a stable beachfront and shoreline at each of the two parks. Alternatives will be informed by numerical model analysis. A technical memorandum supported by exhibits and modeling results will be provided to summarize the relative effectiveness and permitting implications of each alternative.

Task 1.8: Screening Level Cost Estimates

SmithGroup will assist the WPD by preparing comparative cost estimates for the alternatives, including an assessment of life-cycle costs (capital, O&M). The cost estimates will be presented as cost ranges with a brief narrative, which is appropriate to achieve the Park District's objective for project screening and concept evaluation. SmithGroup will primarily use parametric methods rather than detailed line item quantities and unit costs to develop the screening cost estimates.

Task 1.9: Project Administration

SmithGroup will work closely with the WPD and communicate frequently with staff to keep them apprised of project progress, issues and upcoming tasks. In addition to the specific activities described in the scope sections above (site visit, Lakefront Committee meetings, alternatives workshop), SmithGroup will participate in and prepare meeting minutes for the following meetings:

- Kick-off meeting to verify project schedule, and to collect non-digital materials made available by the WPD (assumed to be conducted immediately prior to site inspection);
- Stakeholder meetings organized as a series of up to five (5) individual or group stakeholder interviews over the period of a single day. SmithGroup will provide recommendations on meeting attendees, logistics and content. The WPD will be responsible for providing a suitable venue, and for contacting meeting invitees.
- Up to three (3) progress teleconference meetings to be scheduled during the production of the project deliverables and/or to discuss deliverable review comments;
- Close-out meeting to confirm acceptance of project deliverables and plan for subsequent phases (if any).

ASSUMPTIONS

As the project is a conceptual study, site-specific topographic and bathymetric survey are excluded from the base scope of services. Survey services may be added as an additional service or included as a subsequent phase of work.

SmithGroup recommends relevant permitting staff at USACE and IDNR be invited to the stakeholder meetings as regulatory participation in pre-permitting meetings can be valuable to better understand project sites before formal

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applications are submitted. However, meetings with regulatory agency members beyond the identified, single day stakeholder meetings, as well as regulatory submittals, permit reviews, and fees are excluded from the base scope of services.

PREPARATION OF DIGITAL DATA

In the event SmithGroup is requested to prepare digital data for transmission to the Owner's consultants, contractors or other Owner authorized recipients ("Digital Data"), the Owner acknowledges that due to the limitations of the digital data software, not all elements of SmithGroup's services may be represented in the Digital Data, this being in the sole discretion of SmithGroup. Accordingly, although SmithGroup will endeavor to represent all material elements of SmithGroup's services in the Digital Data, any use shall not relieve the Owner's consultants, contractors, or other Owner authorized recipients or their respective obligations. The Owner agrees that it will include this provision in any agreements with its consultants, contractors, or other Owner authorized recipients, in which Digital Data is provided.

OWNER RESPONSIBILITIES

WPD will provide available site information and data including record drawings, property and parcel boundaries, utility information and other documentation.

Stakeholder meetings will be organized by WPD including engaging invitees and providing a suitable meeting facility.

SCHEDULE

SmithGroup understands the project is desired to be completed within four (4) months of contract approval by WPD. SmithGroup has the capacity to deliver the above scope of services within the desired timeframe assuming receiving authorization to proceed no later than February 2020, provided weather conditions are suitable to conduct field observations and sediment sampling

CONSULTANTS

SmithGroup anticipates using the following consultant(s) for this project and the costs will be reimbursed by the Owner as defined under the Reimbursable Expenses below.

Drone Videography Services – Women And Drones, Glenview, Illinois
Lab Consultant for Grain Size Analysis – To Be Determined

PROFESSIONAL SERVICES FEE

WPD shall compensate SmithGroup for the scope of services outlined above as a fixed fee lump sum of \$55,000, as summarized below.

Base Services:	\$49,500
Drone Videography Services:	<u>\$5,500</u>
Total:	\$55,000

Reimbursable cash charges are in addition to the professional services fee as described below.

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REIMBURSABLE EXPENSES

In addition to the fee indicated above, the following cash costs shall be reimbursable:

1. Travel expenses incurred outside of the Chicago metropolitan area related to this project. Reimbursement for car mileage is the standard mileage allowance determined by the Internal Revenue Service. The current mileage rate is \$0.575 per mile;
2. Printing and/or reproduction of presentation materials, sketches, drawings, specifications, reports and other project related documents, either digitally or in hard copy;
3. Postage, express charges and other similar items;
4. Models, renderings, photography and other special presentation material for other than the Architect's own use;
5. Lab testing for grain size analysis for up to 10 sediment samples collected during site visit; and
6. Employment of, with client's prior approval, special consultants other than those listed in this proposal.

Compensation for these reimbursable expenses will include a 10% management fee.

We estimate the reimbursable expenses for this phase of work to be \$1,500.

ADDITIONAL SERVICES

Requests for additional services or staff will be documented by SmithGroup (if given verbally), and the work will commence upon WPD approval of an estimated fee for that effort or, if not agreed otherwise, WPD shall reimburse SmithGroup on an hourly basis of SmithGroup's project staff actively engaged for all personnel hours worked on the project.

PAYMENTS

Invoices will be prepared monthly on the basis of percentage of completion.

All payments due to SmithGroup shall be made monthly upon presentation of the statement of services rendered. All payments due SmithGroup under this agreement shall bear interest at one-and one-half (1½%) percent per month commencing thirty (30) days after the date of billing.

DELIVERY OF CADD GRAPHIC FILES

Any electronic/data/digital files (Files) from SmithGroup shall be deemed Instruments of Service, and/or Work Product, as the case may be, for the Project identified above. WPD covenants and agrees that: 1) the Files are Instruments of Service of SmithGroup, the author, and/or Work Product of SmithGroup, as the case may be; 2) in providing the Files, SmithGroup does not transfer common law, statutory law, or other rights, including copyrights; 3)

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the Files are not Contract Documents, in whole or in part; and 4) the Files are not As-Built files. WPD agrees to report any defects in the Files to SmithGroup, within 45 days of the initial Files transmittal date (Acceptance Period). It is understood that SmithGroup will correct such defects, in a timely manner, and retransmit the Files. WPD further agrees to compensate SmithGroup, as Additional Services, for the cost of correcting defects reported to SmithGroup after the Acceptance Period. WPD understands that the Files have been prepared to SmithGroup's criteria and may not conform to WPD's drafting or other documentation standards. WPD understands that, due to the translation process of certain CADD formats, and the transmission of such Files to WPD that SmithGroup does not guarantee the accuracy, completeness or integrity of the data, and that the WPD will hold SmithGroup harmless for any data or file clean-up required to make these Files usable. WPD understands that even though SmithGroup may have computer virus scanning software to detect the presence of computer viruses, there is no guarantee that computer viruses are not present in the Files, and that WPD will hold SmithGroup harmless for such viruses and their consequences, as well as any and all liability or damage caused by the presence of a computer virus in the Files. WPD agrees, to the fullest extent permitted by law, to indemnify and hold SmithGroup harmless from any and all damage, liability, or cost (including protection from loss due to attorney's fees and costs of defense), arising from or in any way connected with and changes made to the Files by WPD.

Under no circumstances shall transfer of Files to WPD be deemed a sale by SmithGroup. SmithGroup makes no warranties, express or implied, of merchantability or fitness for any particular purpose.

LIMITATION OF LIABILITY

NOTWITHSTANDING ANYTHING TO THE CONTRARY AND TO THE FULLEST EXTENT PERMITTED BY LAW, WPD AGREES THAT THE TOTAL LIABILITY OF SMITHGROUP IN CONNECTION WITH THIS AGREEMENT, WHETHER IN CONTRACT, TORT, NEGLIGENCE, BREACH OR OTHERWISE, SHALL NOT EXCEED AND SHALL BE LIMITED TO THE TOTAL COMPENSATION RECEIVED BY SMITHGROUP UNDER THIS AGREEMENT.

MISCELLANEOUS PROVISIONS

SmithGroup will use reasonable professional efforts and judgment in responding in the design to applicable federal, state and local laws, rules, codes, ordinances and regulations. WPD acknowledges that certain state and local laws, rules, codes, ordinances and regulations may reference standards that are outdated and/or contrary with today's industry requirements. SmithGroup cannot and does not warrant or guarantee that the Project will comply with all such outdated and/or contrary federal, state and local laws, rules, codes, ordinances and regulations

Notwithstanding anything to the contrary, nothing contained herein shall be construed: i) to constitute a guarantee, warranty or assurance, either express or implied, that the SmithGroup's Services will yield or accomplish a perfect outcome for this Project; or ii) to obligate the SmithGroup to exercise professional skill or judgment greater than the standard of care exercised by other similarly situated design professionals currently practicing in the same locale as this Project, under the same requirements of this Agreement; or iii) as an assumption by the SmithGroup of liability of any other party.

SmithGroup will use reasonable professional efforts and judgment to interpret applicable ADA requirements and other federal, state and local laws, rules, codes, ordinances and regulations as applicable to this Project. WPD acknowledges that requirements of ADA, as well as other federal, state and local laws, rules, codes, ordinances and regulations, will be subject to various and possibly contradictory interpretations. SmithGroup cannot and does not

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warrant or guarantee that the Project will comply with all interpretations of the ADA requirements and/or the requirements of other federal, state and local laws, rules, codes, ordinances and regulations

This document will serve as an agreement between us, and you may indicate your acceptance by signing in the space provided below and returning one (1) signed copy for our files.



SmithGroup (Signature)

Owner (Signature)

Paul J. Wiese, Vice President
(Printed name and title)

(Printed name and title)

January 8, 2020
Date

Date

Attachment 'A': Study Limits
Attachment 'B': Wage Rates for 2020



Study Limits at Gillson Park

Study Limits at Langdon Park

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WAGE RATES BY CLASSIFICATION FOR 2020*

Class Description	Billing Rate
Principal In Charge	\$ 295
Senior Project Manager	\$ 265
Engineering Principal	\$ 265
Design Principal	\$ 245
Landscape Architect V	\$ 220
Landscape Architect IV	\$ 165
Landscape Architect III	\$ 135
Landscape Architect II	\$ 110
Landscape Architect I	\$ 95
Architect V	\$ 260
Architect IV	\$ 200
Architect III	\$ 140
Architect II	\$ 120
Architect I	\$ 98
Civil Engineer V	\$ 250
Civil Engineer IV	\$ 185
Civil Engineer III	\$ 155
Civil Engineer II	\$ 125
Civil Engineer I	\$ 98
Specification Writer	\$ 175
Urban Designer	\$ 220
Technical/Administration	\$ 95
Intern	\$ 80
Administrative Assistant	\$ 95
Construction Specialist	\$ 190
Building Tech Specialist	\$ 200
BIM CAD Specialist	\$ 200
Visualization Specialist	\$ 150
Business Development	\$ 200
Marketing	\$ 140

Note: Project managers will be billed at their classification rate.

*Rates are subject to annual review and increase



Wilmette Park District
1200 Wilmette Ave
Wilmette, IL 60091
847-256-6100

- OFFICE USE ONLY -

Date requested _____
 Date mailed _____
 Date approved _____
 Approved by: _____
 Parks & Rec Committee (>100) _____
 Certificate of Insurance
 and Endorsements rec'd _____

PERMIT AND AGREEMENT FOR PARK USE

NOTE: The Wilmette Park District, at its discretion, may require you to obtain insurance coverage for this event. The District will require you to provide a Certificate of Insurance, listing the District as an additional insured, and also provide any and all endorsements to the policy. If these endorsements exclude the activities of your event, your application for a permit may be rejected. This documentation must be returned to the Park District no later than 72 hours before the event.

DATE SUBMITTED January 16, 2020 APPLICANT NAME Margaret Martin-Heaton
 COMPANY REPRESENTING Go Green Wilmette PHONE 847-302-5492
 ADDRESS P.O. Box 954 CITY Wilmette
 DESCRIPTION OF EVENT ACTIVITIES Use of Gillson Beach parking lot for electric car display and guest and exhibitor parking.

DATE OF EVENT March 8, 2020 NUMBER OF PEOPLE Approx. 1,000 TIME: From 7:00 a.m. To 5:00 p.m.
 PARK Gillson Park LOCATION IN PARK Beach parking lot.
 NUMBER OF GRILLS N/A NUMBER OF TABLES N/A SPECIAL REQUIREMENTS If available to borrow, we will require barricades to cordon off car display and A-frame signs on which we can mount directional signs.

INDEMNIFICATION AGREEMENT FOR PARK USE

This agreement made and entered into this 20 day of January 2020 by and between the Wilmette Park District and applicant first above written.

In consideration of the permission to use the above mentioned park location and pursuant to my obligations hereinafter contained, I agree the Wilmette Park District assumes no responsibility or liability for injury to myself or my guests or for damage to personal property to the fullest extent permitted by law. My rights to assert such responsibility are hereby waived. I agree to hold harmless and fully indemnify the Wilmette Park District from and against any and all damages, costs and expenses (including reasonable attorney's fees) sustained or incurred by the Park District as a result of any actions, proceedings, claims, lawsuits or judgments brought, asserted, commenced or rendered against it attributable to or resulting from my use of Park District property

I agree to return the Park District property to the condition it was in prior to my use of the location.

I agree to pay for any damages to the Park District property arising from my use and that of my guests and participants.

I agree that any and all cooking will be done only in the grills provided by the Park District and that my guests will not bring into or consume alcoholic beverages in the above-mentioned park and will comply with the rules, regulations and ordinances of the Park District.

I agree that if required, I will obtain insurance coverage and provide a Certificate of Insurance, listing the Wilmette Park District as an additional insured and provide any and all endorsements to the policy. I will present these documents to the Park District no later than 72 hours before this event before this permit will become valid.

The following insurance coverage must be obtained: (Place an "X" beside each required insurance coverage and have applicant initial each blank.

- Comprehensive General Liability (CGL) and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 per occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to the Park District.
- CGL shall not be endorsed to exclude athletic participation.
- Business Auto and Umbrella Liability and, if necessary, commercial umbrella liability insurance with a limit not less than \$1,000,000 per occurrence. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.
- Workers Compensation and Employers Liability Insurance shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

I acknowledge that I will be required to provide a Certificate of Insurance, listing the Park District as an additional insured, and also provide any and all endorsements to the policy. This documentation must be returned to the district no later than 72 hours before the event.

IN WITNESS HEREOF, the parties have executed this agreement as of the day and year first above written.

WILMETTE PARK DISTRICT

By: _____
 Its Authorized Agent

Applicant



Wilmette Park District
 1200 Wilmette Avenue
 Wilmette, IL 60091
 (847) 256-6100

- OFFICE USE ONLY -	
Date requested	_____
Date mailed	_____
Date approved	_____
Approved by Committee (>100)	_____
Cert. of Insurance & Endorsements rec'd	_____

FACILITY PERMIT AND USAGE AGREEMENT OUTDOOR SPECIAL USE

NOTE: The Wilmette Park District, at its discretion, may require you to obtain insurance coverage for this event. The Park District will require you to provide a Certificate of Insurance, listing the District as an additional insured, and also provide any and all endorsements to the policy. If these endorsements exclude the activities of your event, your application for a permit may be rejected. This documentation must be returned to the Park District no later than 72 hours before the event.

APPLICANT NAME Central Elem. School DATE SUBMITTED Jan 7, 2020
 ADDRESS 910 Central
 CELL work 847-512-6104 EMAIL Elmans@wilmette39.org
 DESCRIPTION OF EVENT ACTIVITIES 4th grade picnic

DATE OF EVENT Tues June 9, 2020 NUMBER OF PEOPLE 120 TIME 9am to 2:30 pm
 PARK NAME GILLSON LOCATION IN THE PARK See attached map
 NUMBER OF GRILLS 0 NUMBER OF TABLES 0 ARE YOU UTILIZING AN OUTSIDE VENDOR? NO
 SPECIAL REQUIREMENTS NONE

RENTAL FEES _____ (To be determined by Wilmette Park District)

TIME ARRIVING FOR SET UP _____ (Please note that set-up and clean-up times are included in fee calculation)

CANCELLATIONS: Service fee is charged thirty (30) days or less before event.

DEPOSIT: 50% of the rental fee (non-refundable) is required to secure the rental. The deposit will be credited toward the rental cost.

INDEMNIFICATION AGREEMENT FOR FACILITY USE

This agreement made and entered into this _____ day of _____, 20____, by and between the Wilmette Park District and the applicant first above written.

- I agree that neither the Wilmette Park Board nor the Wilmette Park District assumes any responsibility or liability for personal injury to me, my guests, personal equipment or other personal property. All rights to assert any such liability is hereby waived and I agree to hold harmless the Wilmette Park Board or the Wilmette Park District from any acts for which I am liable. I agree to pay for any damage arising from my use of the facility or equipment therein and/or additional maintenance fees.
- I agree to return the Park District property to the condition it was in prior to my use of the location.
- I agree that any and all cooking will be done only on the grills provided by the Park District
- I agree that my guests will not bring or consume alcoholic beverages in the above-mentioned park.
- I agree to pay for any damages to the Park District arising from my use and that of my guests and participants.
- I agree that if required, I will obtain insurance coverage and provide a Certificate of Insurance listing the Wilmette Park District as an additional insured and provide any and all endorsements to the policy. I will present these documents to the Park District no later than 72 hours before the event before this permit will become valid.

I acknowledge that I will be required to provide a Certificate of Insurance, listing the Park District as an additional insured, and also provide any and all endorsements to the policy.

This documentation must be returned to the district no later than 72 hours before the event.

IN WITNESS HEREOF, the parties have executed this agreement as of the day and year first above written.

WILMETTE PARK DISTRICT

By _____
Its Authorized Agent

If submitting this form online or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original signature.

Ellen Waspund, Business Manager/CSBO
Applicant Signature

Signing in my official capacity, NOT in an individual capacity.