



Agenda Memo

Crest Hill, IL

Meeting Date: | October 9, 2023
Submitter: | Blaine Kline, Assistant Director of Public Works
Department: | Public Works
Agenda Item: | Winterfest

Summary: Staff has quickly been working on bringing back the Winterfest event for November 25th at the new City Center and has established the below bullet points as discussion items for the event. After input from the council, staff will work with the special events committee to finalize event details.

- Location – City Center (Setup TBD)
- Date & Time: November 25th 3:30-7PM
- Light Ceremony 4:30-5:00pm? (sunset 4:26pm)
- Light Proposals Attached (Annual lease options)
- Event Items to discuss:
 - Live music and stage
 - Hayrack rides (Close Crest Hill Dr. from north of the police sallyport entrance to Speedway)
 - Reindeer petting zoo
 - Ice Sculptures
 - Kids crafts table
 - Pictures with Santa inside community room
 - Hot chocolate and cookies station
- Event partners? Lockport Park District, Lions Club.....
- Sponsorship, staff will reach out to obtain sponsorships to help offset the costs associated with the lights and the event.

Recommended Council Action: Provide direction on how to proceed with Winterfest.

Financial Impact:

Funding Source: Special Events 01-10-8001 & Facilities Management 01-04-5300

Budgeted Amount: \$10,000 Special Events & \$10,000 Facilities Management

Cost: \$20,000

Attachments:

City Center Light Proposals