



Willowick Building Department

440-516-3000

Special Event Permit Application

Ordinance 705.05

Applicant Information		
Name	St. Mary Magdalene Church	
Street Address	32114 Vine St.	
City, State, ZIP Code	Willowick, Oh 44095	
Primary Phone	440-943-2133	Alternate Phone
Email Address	rsister@smmwillowick.org	
Organization Name	32 nd Annual Homecoming Festival	
Responsible Party for Event Conduct	Rev. Steven H. Breck Pastor ^{Mt} Co-Chair Rosemarie Sister	
Street Address	32010 Vine Street	
City, State, ZIP Code	Willowick, Oh 44095	
Primary Phone	440-943-2133	Alternate Phone 440-854-6001
Email Address	FrBreck@smmwillowick.org rsister@smmwillowick.org	

Event Information		
Event Name	32 nd Annual Homecoming Festival	
Set-Up Date	Start: May 24 th , 2024	End: May 30, 2024
Event Date	From: May 30, 2024	To: June 2, 2024
Event Hours	Start Time: 6pm	End Time: 10pm
Breakdown Date	Start: June 3, 2024	End: June 6, 2024
Estimated number of persons to participate in the Special Event:	350 Volunteers 4,000 Attendees	
Event Description (briefly explain event and planned activities):		
Smm 32 nd Homecoming Festival will have family friendly fun. We will have inflatables for All Ages, Kids Games, Monte Carlo, Music, Magic, Food + Beer.		

May 31 6pm - 11 pm
 June 1 3pm - 11 pm
 June 2 12 noon - 9 pm



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Application must be submitted seventy days prior to event

Provisions for Parking (designate where "No Parking" signs will be used):

Church Parking lot on Vine St., Shuttle bus service provided from Dudley Park on Friday + Saturday.

Please specify details of how security and traffic control will be provided:

Willowick off duty police cover festival hours. The number of police is determined by Keith Lawrence. Signs are posted to make 321st a one way traffic during festival hours.

Please list the location and time of any requested street closings:

Street: 321st Street	Time of Closure: during Festival
Street:	Time of Closure:
Street:	Time of Closure:

Will merchandise be sold at the Special Event? If yes, please describe and list any vendors being used:

NO

Will food or alcoholic beverages be sold? If so, please describe and list any vendors being used:

Parish food, Corbos, Gary's Food, Cirino's Elephant Ears, Weber's Ice Cream, Buckley Concessions
Beer + Wine sold by the Parish

Will any animals be used at the Special Event? If yes, please describe:

NO

Please provide details of how the area of the Special Event will be cleaned up (if on public property):

Not on Public Property, however
- Trash Containers will be placed around perimeter of festival so that those coming + going will have a location to place trash.



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All Church parking areas as well the Festival Grounds will be cleaned daily. All grounds + surrounding areas will be completely cleaned up within three days of the event closing.

Additional Required Information

Provide proof that applicant possesses or is able to obtain any licenses or permits required by Codified Ordinances, other City Ordinances, or State Law for the conduct of the Special Event:

Smm meets the requirements of law for a charitable institution to operate a Monte Carlo + Instant Bingo under specified conditions. Ohio Bingo license pending. Smm will obtain a Liquor Permit from the State of Ohio. Smm has a yearly food license. Tents by Aladdin Rents. Electrical by Tony Petro

Please provide a sketch showing the area to be used for the Special Event together with proposed structures, tents, fences, barricades, signs, banners, and restroom facilities:

Attached

Indemnification

An application for a special event permit must execute a written agreement to indemnify the city, officers and employees or secure general liability insurance policy with the coverage of not less than a one million dollars naming the city of Willowick as an insured.

Smm is insured

Agreement and Signature

I agree to abide by all the conditions herein contained and to comply with all laws and ordinances of the City Of Willowick and laws of the State Of Ohio if applicable and said agreement is a condition of said permit.

x Name (printed): STEVEN H BRECK

x Signature: *Rev. Steven H Breck*

Date: 3-11-2024

Payment Information

* Application Fee \$150.00

* Permit Fee After Approval \$30.00

All temporary tents / canopies / structures, electrical, building, plumbing, gas piping and H.V.A.C. permits are to be obtained from the Lake County Building Department, 105 Main St., B Building Second Floor, Painesville, OH 44077. Phone #440-350-2636.

All temporary food service licenses are to be obtained from the Lake County Health Department, 5966 Heislev Rd., Mentor, OH 44060. Phone #440-350-2543.

Office Use Only

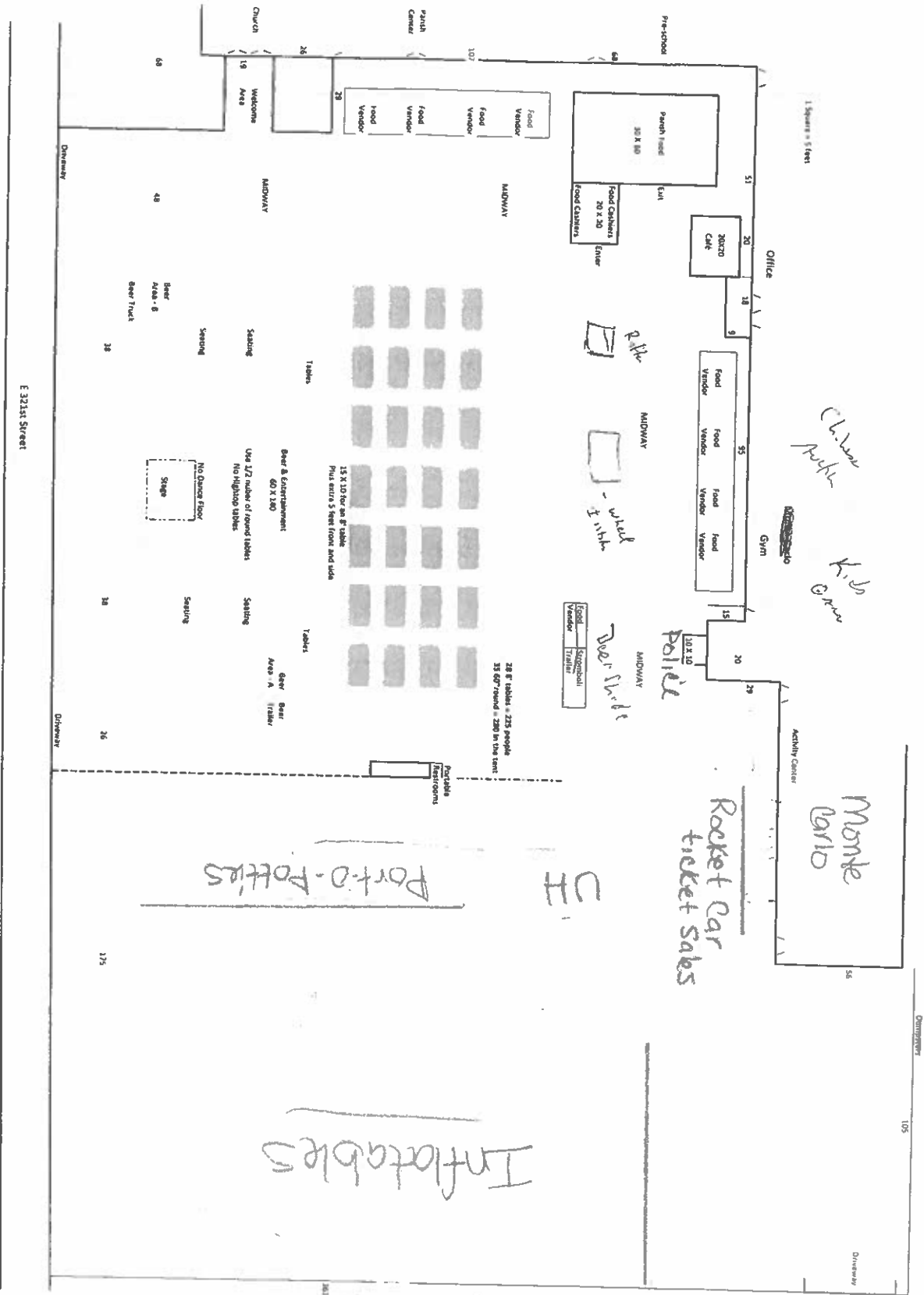
_____ Approved Date: _____

_____ Denied Reason: _____

_____ Variance Needed Reason: _____

_____ Willowick Police Dept. Approved Date: _____

St Mary Magdalene Parish Festival 2024 - Site Plan



entrance only
for Rocket Car
Stage



City of Willowick

31230 VINE STREET
WILLOWICK, OHIO 44095

BUILDING DEPARTMENT

Phone: 440-516-3000

Fax: 440-585-3776

Email: sbrennan@cityofwillowick.com

SEAN BRENNAN
Chief Housing and Zoning Inspector

TO:

Police Chief Daubenmire

Fire Chief Malovrh

Chief Housing and Zoning Inspector Brennan

Service Director Shannon

FROM:

Chief Housing and Zoning Inspector Brennan

DATE: March 15, 2024

RE: St. Mary Magdalene (SMM) Church – 32nd Annual Homecoming Festival – 32114 Vine Street

Church's 32nd Annual Homecoming Festival that will be family oriented and consists of games, food, bounce houses, monte carlo and other games of chance. SMM will be holding raffles and will be selling beer and wine.

Attached in the information that the Building Department received for this upcoming event.

Please review the submitted set of paperwork and return any comments and/or concerns to the Planning commission secretary, Heather Boling within ten (10) working days of receipt.

The event will be held May 30th, 2024 to June 2nd, 2024.

Thank you in advance for your attention in this matter.

Chief Housing and Zoning Inspector Brennan / hkb

CC: PC Members

Mayor Vanni

Law Director Landgraf

Heather Boling

From: Michael Vanni
Sent: Friday, March 15, 2024 12:31 PM
To: Heather Boling; Rob Daubenmire; Sean Brennan; Todd Shannon; Don Lynn; Bill Malovrh Jr.
Subject: RE: Special Event - St. Mary Magdalene - 32nd Annual Homecoming Festival

Good afternoon All,

The only issue I noticed is that Knobel Road is not listed as being closed during the festival hours like we did last year.

Please make sure that this street gets closed.

Thank you,
Mike

Michael J. Vanni
Mayor / Safety Director
City of Willowick
30435 Lakeshore Blvd.
Willowick, Ohio 44095
440-585-3700

From: Heather Boling <hboling@cityofwillowick.com>
Sent: Thursday, March 14, 2024 2:11 PM
To: Rob Daubenmire <rdaubenmire@cityofwillowick.com>; Sean Brennan <SBrennan@cityofwillowick.com>; Todd Shannon <tshannon@cityofwillowick.com>; Don Lynn <dlynn@cityofwillowick.com>; Bill Malovrh Jr. <bmalovrh@cityofwillowick.com>
Cc: Michael Vanni <mvanni@cityofwillowick.com>
Subject: Special Event - St. Mary Magdalene - 32nd Annual Homecoming Festival

Good afternoon,

Please see the attached information that the Building Department received for this upcoming event.

Please review the submitted set of paperwork and return any comments and/or concerns to the Planning commission secretary, Heather Boling within ten (10) working days of receipt.

Let me know if you have any questions.

Thanks!

Heather Boling
Building Department
Administrative Assistant

Heather Boling

From: Todd Shannon
Sent: Wednesday, April 3, 2024 10:32 AM
To: Heather Boling; Rob Daubenmire; Sean Brennan; Don Lynn; Bill Malovrh Jr.
Cc: Michael Vanni
Subject: RE: Special Event - St. Mary Magdalene - 32nd Annual Homecoming Festival

Heather,

At this time the Vine St. resurfacing project will be going on as well. Don't think it will have much of an impact but something to be aware of.

Thanks,

Todd Shannon
Service Director
City of Willowick
31230 Vine St.
Willowick OH, 44095
(440)585-0963

From: Todd Shannon
Sent: Tuesday, March 26, 2024 8:45 AM
To: Heather Boling <hboling@cityofwillowick.com>; Rob Daubenmire <rdaubenmire@cityofwillowick.com>; Sean Brennan <SBrennan@cityofwillowick.com>; Don Lynn <dlynn@cityofwillowick.com>; Bill Malovrh Jr. <bmalovrh@cityofwillowick.com>
Cc: Michael Vanni <mvanni@cityofwillowick.com>
Subject: RE: Special Event - St. Mary Magdalene - 32nd Annual Homecoming Festival

Heather,

Looks good to me.

Todd Shannon
Service Director
City of Willowick
31230 Vine St.
Willowick OH, 44095
(440)585-0963

From: Heather Boling
Sent: Thursday, March 14, 2024 2:11 PM
To: Rob Daubenmire <rdaubenmire@cityofwillowick.com>; Sean Brennan <SBrennan@cityofwillowick.com>; Todd

Shannon <tshannon@cityofwillowick.com>; Don Lynn <dlynn@cityofwillowick.com>; Bill Malovrh Jr. <bmalovrh@cityofwillowick.com>
Cc: Michael Vanni <mvanni@cityofwillowick.com>
Subject: Special Event - St. Mary Magdalene - 32nd Annual Homecoming Festival

Good afternoon,

Please see the attached information that the Building Department received for this upcoming event.

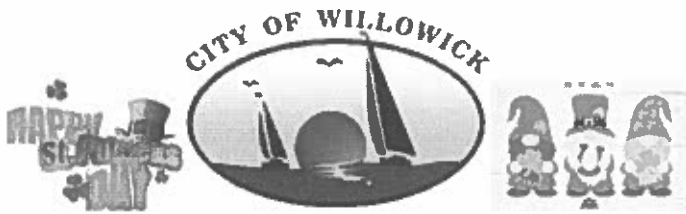
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Let me know if you have any questions.

Thanks!

Heather Boling
Building Department
Administrative Assistant

City of Willowick
31230 Vine Street
Willowick, Oh 44095
P: 440-516-3000 X: 329
F: 440-585-3776
hboling@cityofwillowick.com



Heather Boling

From: Bill Malovrh Jr.
Sent: Tuesday, March 26, 2024 1:34 PM
To: Heather Boling
Subject: RE: Special Event - St. Mary Magdalene - 32nd Annual Homecoming Festival

Looks good to me!

From: Heather Boling <hboling@cityofwillowick.com>
Sent: Tuesday, March 26, 2024 8:36 AM
To: Bill Malovrh Jr. <bmalovrh@cityofwillowick.com>
Subject: Special Event - St. Mary Magdalene - 32nd Annual Homecoming Festival
Importance: High

Good morning,

As soon as you have a moment can you please provide a response. The Planning Commission board is looking to a Special meeting possibly on Monday (04/01) and I will need to include your response. I have attached the packet for your review. ☺

Let me know if you have any questions.

Thanks!

Heather Boling
Building Department
Administrative Assistant

City of Willowick
31230 Vine Street
Willowick, Oh 44095
P: 440-516-3000 X: 329
F: 440-585-3776
hboling@cityofwillowick.com

