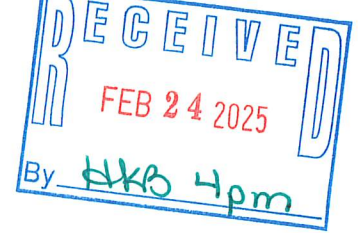


# Willowick Building Department

440-516-3000

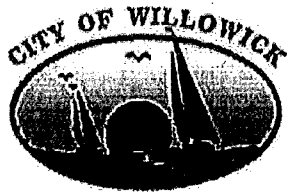
## Special Event Permit Application

Ordinance 705.05



Applicant Information			
Name	St. Mary Magdalene Church		
Street Address	32114 Vine Street		
City, State, ZIP Code	Willowick, Ohio 44095		
Primary Phone	440-943-2133	Alternate Phone	440-854-6001
Email Address	rsisler@smmwillowick.org		
Organization Name	33rd Annual Homecoming Festival		
Responsible Party for Event Conduct	Rev. Steven H. Breck , Pastor Alt. Rosemarie Sisler Co-Chair		
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	rsisler@smmwillowick.org	

Event Information			
Event Name	33rd Annual Homecoming Festival		
Set-Up Date	Start: May 27, 2025	End:	May 29, 2025
Event Date	From: May 29, 2025	To:	June 1, 2025
Event Hours	Start Time: 6 pm	End Time:	10 pm
Breakdown Date	Start: June 2, 2025	End:	June 6, 2025
Estimated number of persons to participate in the Special Event:	350 volunteer, 8000 attendees		
<b>Event Description (briefly explain event and planned activities):</b>			
<p>SMM's 33rd Annual Homecoming Festival that will be Family oriented and consist of Bates kids only rides (12 and under), games, refreshments and other games of chance. SMM will be holding raffles and will sell beer and wine. A Monte Carlo also in the multi purpose room. Fencing will be around the grounds, with 2 entrances, new rules, 18 &amp; under need to be with and adult, wristbands for everyone once through the security check point, all new signs with all the new rules for this year.</p> <p>Additional Festival Hours:            May 30, 2025 6pm-10pm            May 31, 2025 2pm-10pm            June 1, 2025 12 noon-9pm</p>			



# Willowick Building Department

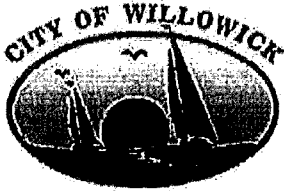
440-516-3000

## Special Event Permit Application

Ordinance 705.05

<i>Application must be submitted seventy days prior to event</i>	
<b>Provisions for Parking (designate where "No Parking" signs will be used):</b>	
140 parking spaces located in the church lot on Vine St. Shuttle bus service provided from Dudley Park on Friday and Saturday.	
<b>Please specify details of how security and traffic control will be provided:</b>	
Willowick off duty police cover the festival hours. The number of personal is to be determined by Keith Lawrence and reviewed with the Festival Committee. Signs are posted to mark 321st one way traffic during festival hours.	
<b>Please list the location and time of any requested street closings:</b>	
<b>Street:</b> 321st Street	<b>Time of Closure:</b> During festival
<b>Street:</b>	<b>Time of Closure:</b>
<b>Street:</b>	<b>Time of Closure:</b>
<b>Will merchandise be sold at the Special Event? If yes, please describe and list any vendors being used:</b>	
No	
<b>Will food or alcoholic beverages be sold? If so, please describe and list any vendors being used:</b>	
Parish food tent, Corbos, Gary's Food, Cirino's Elephant Ears, Weber's Ice Cream, Buckey Concessions. Beer & Wine sold by the Parish	
<b>Will any animals be used at the Special Event? If yes, please describe:</b>	
No	
<b>Please provide details of how the area of the Special Event will be cleaned up (if on public property):</b>	

N/A not on Public Property. Trash containers places around outside grounds.



# Willowick Building Department

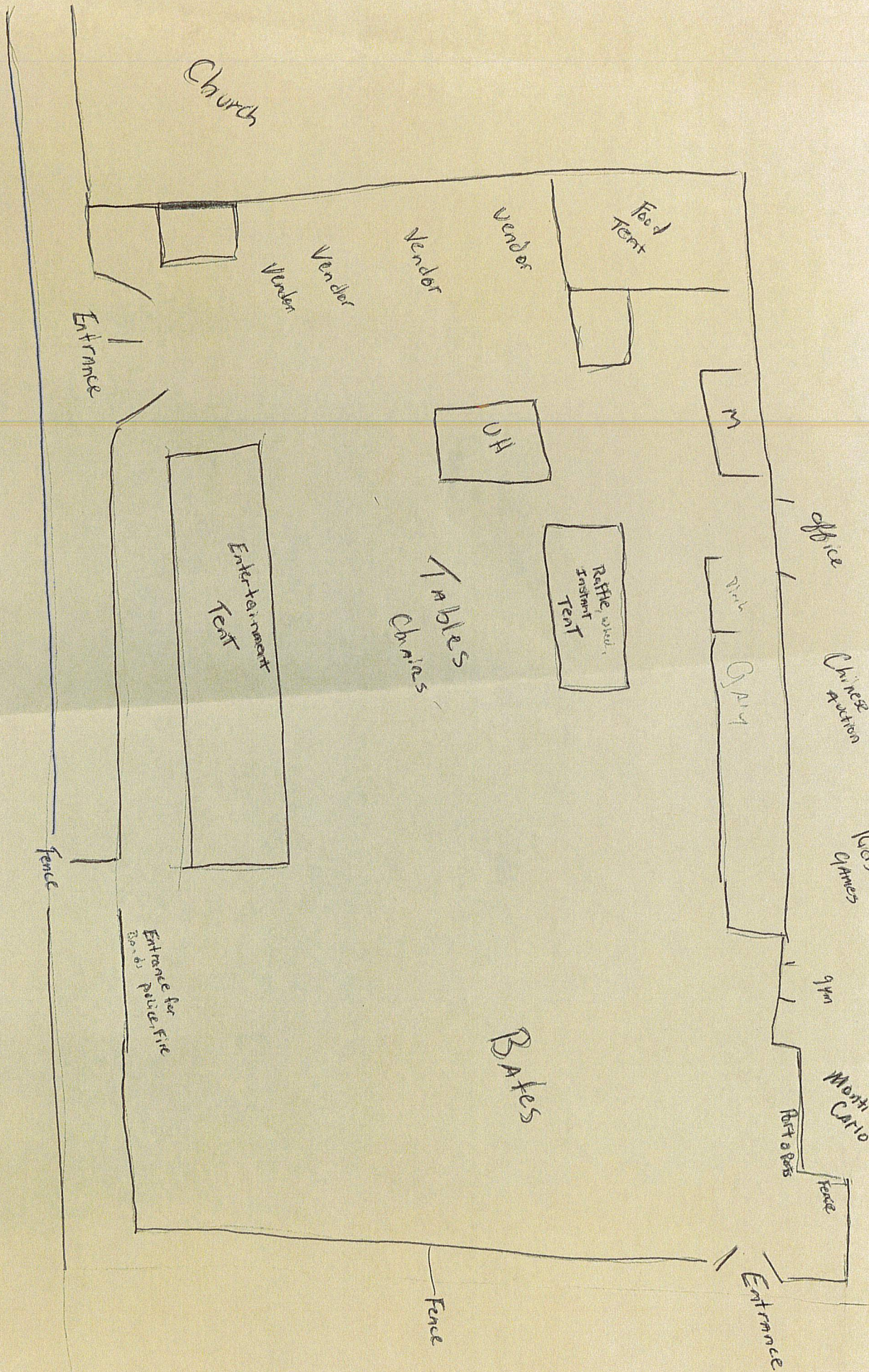
440-516-3000

## Special Event Permit Application

Ordinance 705.05

<p>those coming and going will have a place to throw their trash. all festival grounds will be cleaned daily. all grounds and surrounding areas will be completely cleaned up withing three days of the event closing.</p>	
<b>Additional Required Information</b>	
<p><b>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:</b></p>	
<p>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 Ohio . SMM has a yearly food license. Tents by Aladdin Rents Electrical by Tony Petro</p>	
<p><b>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:</b></p>	
<p>Attached</p>	
<b>Indemnification</b>	
<p>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.</p>	
<p>SMM is insured through the Diocese of Cleveland. The festival operates on private property</p>	
<b>Agreement and Signature</b>	
<p>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.</p>	
<p>Name (printed): <u>STEVEN H BRECK</u></p>	
<p>Signature: <u>Rev. Steven H Breck</u></p>	<p>Date: <u>8-25-2025</u></p>
<b>Payment Information</b>	
<p>*Application Fee \$150.00</p>	<p>* Permit Fee After Approval \$30.00</p>
<p>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.</p> <p>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.</p>	
<b>Office Use Only</b>	
<p>_____ Approved Date: _____</p>	
<p>_____ Denied Reason: _____</p>	
<p>_____ Variance Needed Reason: _____</p>	
<p>_____ Willowick Police Dept. Approved Date: _____</p>	

2025 Spring Festival



From: Rosemarie Sisler

St. Mary Magdalene

- **Fencing Info**

- The Black Tie Premium Fencing was designed to provide a polished look to any event. This fencing separates itself with a gloss black finish and exclusive design, Constructed from A500 steel, the fence is built to last and is proudly made in the USA. - 4'



Already purchased from the store.



TO:

Police Chief Daubenmire

Fire Chief Malovrh Jr.

Chief Housing and Zoning Inspector Brennan

Service Director Shannon

FROM:

Chief Housing and Zoning Inspector Brennan

Date: February 25<sup>th</sup>, 2025

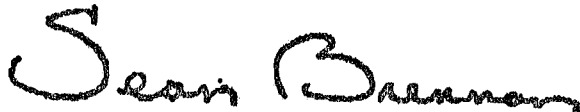
RE: St. Mary Magdalene (SMM) Church – 33<sup>rd</sup> Annual Homecoming Festival – 32114  
Vine Street

Church's 33<sup>rd</sup> Annual Homecoming Festival that will be family oriented and consist of  
Bates kids only rides (12 and under), games, refreshments and other games of chance.  
SMM will be holding raffles and will sell beer and wine.

Attached is 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 seven (7) days  
of receipt.

Thank you in advance for your attention in this matter.

A handwritten signature in black ink that reads "Sean Brennan". The signature is written in a cursive style with a large, prominent "S" at the beginning.

---

Chief Housing and Zoning Inspector Brennan / hkb

CC: PC Members

Mayor Vanni

Law Director Gwartz



**SEAN BRENNAN**

Chief Housing and Zoning Inspector

## City of Willowick

31230 VINE STREET  
WILLOWICK, OHIO 44095

BUILDING DEPARTMENT

Phone: 440-516-3000

Fax: 440-585-3776

Email: [sbrennan@cityofwillowick.com](mailto:sbrennan@cityofwillowick.com)

TO: Chairman Carden  
Planning Commission

FROM: Sean Brennan  
Chief Housing & Zoning Inspector

DATE: February 25<sup>th</sup> 2025

RE: 33<sup>rd</sup> Annual St. Mary Magdalene Homecoming Festival  
32114 Vine Street  
May 25<sup>th</sup>, 2025 to June 1<sup>st</sup> 2025

They may have to obtain permits from the Lake County Building Department for temporary tents and electrical and the Health Department for their temporary food, mobile food and licenses, after their approval from the Planning Commission.

Sean Brennan  
Chief Housing & Zoning Inspector

cc: Mayor Vanni  
Planning Commission Members  
Law Director Gwartz  
Chief Daubenmire  
Chief Malovrh Jr.  
Service Director Vanni





# City of Willowick

31230 VINE STREET  
WILLOWICK, OHIO 44095

**TODD SHANNON**  
Director of Public Service

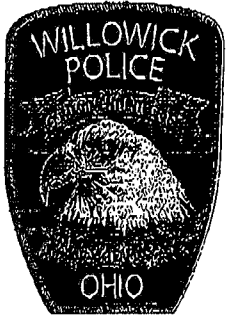
SERVICE DEPARTMENT  
Phone: 440-585-0963  
Fax: 440-585-3776  
Email: [tshannon@cityofwillowick.com](mailto:tshannon@cityofwillowick.com)

February 26, 2025

In response to the St. Mary Magdalene Festival. I have no objections.

Sincerely,

Todd Shannon



# Willowick Police Department

**Rob T. Daubenmire, Chief of Police**

30435 Lake Shore Boulevard  
Willowick, OH 44095- 4600  
(Lake County)  
(440) 585-1234  
[www.cityofwillowick.com](http://www.cityofwillowick.com)

**Detective Bureau**  
(440) 585-1234

**Facsimile**  
(440) 585-3770



2/26/2025

Heather,

After reviewing the plans submitted for the St. Mary Festival, the Willowick Police Department grants its approval. Lieutenant Lawrence has worked closely with festival committee throughout the planning process, and we appreciate the effort put forth to ensure a well-organized and safe event.

If any adjustments or further coordination are needed as the event approaches, please feel free to reach out. We look forward to a successful festival.

Best regards,

Rob T. Daubenmire  
Chief of Police  
Willowick Police Department