



Bolingbrook

a place to grow



June 10, 2020

Roger C. Claar
Mayor

Carol S. Penning
Village Clerk

Michael T. Lawler
Deputy Mayor
&
Village Trustee

Village Trustees
Mary S. Alexander-Basta
Michael J. Carpanzano
Robert M. Jaskiewicz
Sheldon L. Watts
Maria A. Zarate

James S. Boan
Village Attorney
Robbins - Schwartz



375 W. Briarcliff Road
Bolingbrook, Illinois
60440-3829

www.bolingbrook.com

(630) 226-8400
FAX: (630) 226-8409
TDD: (630) 226-8402

Recycled For A Better Environment



Dear Organization,

As we continue to navigate the changing tides posed by this pandemic, The Village of Bolingbrook is committed to hosting the 36th Annual Village of Bolingbrook Social Distancing Picnic which will be held at the park behind Town Center on Sunday, June 28, 2020.

The safety of our community is our top priority and therefore, The Village of Bolingbrook is taking the following necessary precautions to allow this unique annual service to take place.

The Village Picnic is a service that we provide to the residents of Bolingbrook to introduce the residents to the different organizations, church groups and services available to them.

Space: This year, each organization will be strategically spaced promoting social distancing. You may bring your own 10x10 tent to allow shade to your area. We are asking everyone this year to keep their display and space to a maximum of a 15x15 area.

Tables: Everyone participating will receive 1 table and 2 chairs at no charge. Although not recommended, you may bring your own additional table and chairs. NOTE: Only 2 participants should be seated/standing behind a single table at one time. We recommend bringing hand sanitizer for your volunteers.

Outlet: 110v/20w – Limited power is available on the grounds. The Commission will **NOT** provide power extension cords. **If electricity is needed, please indicate the intended use of the outlets. We must have this information prior to the deadline date, as it is vital in determining the layout of the picnic.**

Advertising: To practice safe handling of materials, if you are selling/handing out information or giveaways, it must be individually packaged or separated so that there is no cross contamination. Any Business and/or commercial advertising or circulating among the picnic crowd **WILL NOT** be allowed under any circumstances. Only distribution of your organization's information, pamphlets, flyers, and the like must be done within your allotted space.

Please keep in mind that if your group plans on selling food or non-alcoholic beverages, you **MUST** always keep gloves and mask on. In addition, all participants selling food or beverages must comply with Will County Health Rules and Regulations. A copy of these rules will be available online at www.bbcca.org. Please read through them carefully (gloves, hand sanitizer, and where necessary, head coverings such as baseball caps or bandanas will be required). You will be responsible for submitting your own form to the Will County Health Department, and failure to do so will result in you not being able to sell on the day of the picnic (forms must be filed 7 days prior to picnic with Health Department).

All food vendors are still required to use a Health Department approved vending tent which will be provided by the Commission for a \$25.00 fee. This fee also provides one 8' table and 2 chairs. The supply of tents is limited, and will be reserved on a first come, first serve basis. This requirement is strictly enforced by the County Health Inspectors.



TREE CITY USA

A Community of 76,344

We will also have some Village Sponsored Food Booths available for organizations that would like to provide volunteers to run the booth and share in a percentage of the profits. Please contact us at a first come first serve basis to assist us.

We ask that all organizations refrain from holding raffles unless you have figured a way to have a NO CONTACT raffle.

We encourage organizations to have Free “fun-fair” style games for the children that will promote safety and no cross contaminations to provide awareness to your organization. These games should not include any replacing of an item after touching or the ability to be touched by multiple people. If your group is interested in having games but not sure what to do, please feel free to contact the Village Picnic Chairperson before setup and we will try to assist you.

Because of time it has taken to apply social distancing requirements and the need for limited participation, there will be a **June 22, 2020 deadline** for completing the Online Participation Form. Participation is subject to social distancing spacing and approval by the Commission.

Please note the following:

- Setup **MUST** be completed by 11:00am; All vehicles **MUST** be off the grounds by 11:00am.
- **NO CARS WILL BE ALLOWED BEHIND TOWN CENTER BETWEEN 11:00am AND THE LOSE OF THE PICNIC!!**
- If you come late, you will not be allowed on the grounds with your car to unload. You will need to self-transport items to your designated area.
- All participants **MUST** be open from Noon to 5:00pm. Please be sure to bring adequate supplies and/or products to avoid leaving before 5:00pm.
- Once approved, there is to be no deviation from the Participation Form, unless approved by the Commission.
- It is always recommended that Masks be worn during any communication.
- Participants **MUST** provide any additional resources required.

Thank you for your participation in this year modified Social Distancing Village of Bolingbrook Picnic 2020. Together we can make this event a success!

Should you have any additional questions or concerns, please leave a message via email at info@bbcca.org.

Sincerely,

Octavia Winston, Organization Chairperson 2020 Village Picnic

Joe Gross, Chairperson, Village of Bolingbrook Civic & Cultural Affairs Commission