

Permit #

SKIPPED

*** BUSINESS OR ORGANIZATION NAME**

CC Leisure LLC

*** BUSINESS OR ORGANIZATION NAME ADDRESS**

37 N Orange Ave Suite 900E
Suite 900E
Orlando FL 32801

*** PHONE #**

(937) 522-1116

*** EMAIL**

sarah@xleventlab.com

*** CONTACT PERSON**

Sarah Weymouth

*** CONTACT PERSON ADDRESS**

37 N Orange Ave Suite 900E
Suite 900E
Orlando FL 32801

*** PHONE #**

(937) 522-1116

*** EMAIL**

sarah@xlevent.com

*** CHAIRPERSON OF SPECIAL EVENT**

Sarah Weymouth

*** CHAIRPERSON ADDRESS**

37 N Orange Ave Suite 900E
Suite 900E
Orlando FL 32801

*** PHONE #**

(937) 522-1116

*** EMAIL**

sarah@xleventlab.com

*** EVENT DAY CONTACT PERSON**

Sarah Weymouth

*** EVENT DAY CONTACT PERSON ADDRESS**

37 N Orange Ave Suite 900E
Suite 900E
Orlando FL 32801

*** PHONE #**

(937) 522-1116

*** EVENT DAY CONTACT PERSON EMAIL**

sarah@xleventlab.com

*** LOCATION AND ADDRESS OF EVENT**

37 N Orange Ave Suite 900E Suite 900E

*** TYPE OF EVENT:**

Festival

*** EVENT ON PUBLIC PROPERTY**

ALL OTHER VILLAGE PROPERTY RENTALS

*** EVENT ON PRIVATE PROPERTY**

OUTDOOR EVENT

COMMERCIAL FILMING/PICTURES

*** DESCRIPTION OF EVENT**

Bounce The City is a family-focused inflatable event featuring unique interactive inflatables, a live DJ, games, food and photo opportunities.

*** LIST DATES OF EVENT WITH HOURS OF OPERATION**

4th & 5th, 11th & 12th, 18th & 19th, 25th & 26th May 2024

*** SET-UP DATE & TIME**

05/01/2024 9:00 AM

*** TEAR-DOWN DATE & TIME**

05/28/2024 9:00 AM

*** APPROXIMATE NUMBER OF PERSONS INVITED AND/OR EXPECTED TO ATTEND OR PARTICIPATE**

400

(Additional Fees May Apply)

*** WILL FOOD BE SERVED?**

YES

*** WILL YOUR EVENT INCLUDE A FOOD TRUCK? (Food being prepared and served from the vehicle)**

YES

*** WILL ALCOHOL BE SERVED? (If YES, contact Mayor's Office at 708-403-6160 and complete the "Application for Temporary Liquor License.")**

NO

PHONE #

(937) 522-1116

EMAIL

sarah@xleventlab.com

*** WILL GENERATORS BE UTILIZED?**

YES

If YES, please describe the size/type:

(2) 56kW generator w/ attached cables & (2) 100kW generator w/ attached cables (one 100kW is a back-up)

*** WILL THERE BE A RAFFLE? (Contact Village Clerk at 708-403-6150)**

NO

PHONE #

(937) 522-1116

EMAIL

sarah@xleventlab.com

*** WILL THERE BE LIVE ENTERTAINMENT? (Music must end by 10:30PM Sun-Th, 11:30PM Fri-Sat)**

YES

*** WILL THERE BE TEMPORARY SIGNAGE? (Banners, Inflatables, Etc.)**

YES

*** WILL THERE BE A TENT?**

YES

*** WILL THERE BE ANY STRUCTURES OTHER THAN A TENT? (Stage, Etc.)**

YES

If YES, list structures:

Our "tents" are inflatable membrane structures, more like an inflatable canopy, not closed in on the sides.

*** WILL THERE BE ANY ROAD OR SIDEWALK OR RIGHT-OF-WAY CLOSURES?**

NO

* WILL THE EVENT BEGIN AT ONE LOCATION AND TERMINATE AT ANOTHER?
NO

If YES, complete the questions below. If NO, sign and date to complete application.

1. The route to be traveled, the starting point, the termination point, and the location of any stopping point, speakers' platforms, or similar, if any. (A. Provide Map, B. Google Aerial Image with route traced is OK.)

SKIPPED

Attachment
SKIPPED

2. The approximate number of persons who, and animals and vehicles which, will constitute the event, types of animals, and description of the vehicles.

SKIPPED

3. The hours when the event will start and terminate.

SKIPPED

4. Please provide a statement as to whether the event will occupy all or a portion of the width of the streets proposed to be traversed.

SKIPPED

5. The location of any assembly areas for the event.

SKIPPED

6. The time and location at which units of the event will begin to assemble at any such assembly area or areas.

SKIPPED

Please attach the above information if your event falls into the applicable category.

* **APPLICANT NAME**

Sarah Weymouth

* **DATE**

02/19/2024

* I attest that the information provided above is to the best of my knowledge accurate. I understand that by checking this box and providing my name and date above, this also acts as my signature.

Checking this box also acts as my signature.



Orland Square Mall Special Events permit information

Venue Name:	Orland Square Mall
Venue Address:	288 Orland Square Dr, Orland Park, IL 60462, United States
Event Build dates:	Tuesday May 21 st – Friday May 24 th 2024
Live Event Dates:	May 25 th – June 9 th 2024 (schedule below)
Event Break/Loadout dates	Monday June 10 th – Tuesday June 11 th 2024

Event Schedule:

Sat May 25 th – Sun May 26 th	10:00am – 7:00pm
Sat June 1 st – Sun June 2 nd	10:00am – 7:00pm
Sat June 8 th – Sun June 9 th	10:00am – 7:00pm

About 'Bounce the City' *previously known as 'Bounce the Mall'*

A Giant Inflatable Fun Park

Bounce, slide and dance your way through a surreal, candy-colored wonderland featuring the largest ball pit on the planet, a 600ft long obstacle course, giant slides, a huge birthday cake bouncer, silent disco dome, inflatable sports arena & more.

With colorful characters & instagrammable moments to be discovered at every turn, the mall is literally brought to life in this immersive, one of a kind experience that can be enjoyed by both the young, and the young at heart.

The event site is very self-contained, with bathroom facilities, food vendors, medics, interactive inflatables and rest areas. The event runs on a scheduled ticketing system where the operating hours are split into 1.5hr ticketed sessions.

Total occupancy is up to 399 people at any given time.

Site Map (full size version available [here](#))



Parking / traffic flow

Parking is managed by the Mall in the regular parking lot.

Specification on inflatables

Inflatables will be anchored to the ground surface by drilling anchor points into the asphalt and tethering to the inflatables for the recommended number of anchor points as per our engineers safety recommendations.

Interactive inflatables (click link for Engineer documents)		Quantity
Giant	245' x 65'	1
City Xscape	135' x 100'	1
Large Slide	95' x 40'	1
Photo op	8' x 8'	5
Non-interactive inflatables		Quantity
Sneaker Storage	23' x 14'	1
Entrance arch	60' x 35'	1
Medic Area	10' x 10'	1
Lockers Cover	10' x 10'	1
Merchandise Shop	21' x 19'	1
Check-in Area	15' x 44'	1
Shade	40' diameter	3

CC Leisure LLC
37N Orange Ave, Suite 900E, Orlando, FL 32801



On-site services / supplies

Tents

We do not have any canopy style tents, or metal structures on site. The only shade providing structures are those held up with air.

Food vendors

The event will have food trucks on site. Details of these are yet to be confirmed.

Porta Potties

- 3x Standard units
- 1x ADA unit

CC Leisure LLC
37N Orange Ave, Suite 900E, Orlando, FL 32801



Security & Safety Plan

General Event Details

Event:	Bounce the City
Venue:	Orland Square Mall
Address:	288 Orland Square Dr, Orland Park, IL 60462, United States
Live event dates:	May 25 th – June 9 th 2024
Safety Personnel:	3
Event Staff:	16

Safety Personnel

A team of three experienced safety personnel will be roaming the event site during all event hours.

They will be trained for our specific event and be familiar with its layout and structures, as well as our company safety procedures.

Event Staff

Additionally, a total of 16 event staff will be present at all times of the event. They will be trained on company safety procedures and be stationary at dedicated positions around the event site to provide maximum coverage.

Event Site Perimeter

The entire event site will be fenced in with 6' tall chain-link fence and bike rack style barricades to provide all patrons with a physical barrier between the event and any vehicles on the road adjacent to the event site.

Emergency Point of Contact On-Site

TBD

Medic

A trained third party medic, specialized in special events, will be on-site at all times. They will have a dedicated radio and can be contacted by the Safety Personnel and Event Staff at any time.

Emergency planning

- Suitable emergency exits will be arranged around the event site.
- Suitable access will be available for emergency / medical services
- Emergency exit routes will be kept clear at all times
- Portable fire extinguishers are situated at all generators

In the case of emergency

- Call 9-1-1 to report the fire or EMS emergency
- Event Manager will respond to a designated area where fire, EMS, and police units will arrive at the designated location (event site entrance) in the event of an emergency. The Event Manager shall be responsible to guide the emergency responders into the event area to the injured person.

CC Leisure LLC
 37N Orange Ave, Suite 900E, Orlando, FL 32801



Event & Generator Details

General Event Details

Event:	Bounce the City
Venue:	Orland Square Mall
Address:	288 Orland Square Dr, Orland Park, IL 60462, United States
Live event dates:	May 25 th – June 9 th 2024

Generators

- 2x 120kw generator (one being a spare, and only used in case of failure of the primary generator)
- 1x 55kw generator

All generators will be used within the footprint of the site map, and will be rented from Sunbelt Equipment Rentals or United rentals.





Event Evacuation Plan 2024

Company name: CC Leisure LLC

Event name: Bounce the City

Document completed by: Alex Noble (Head of Projects & Planning)

Contact: alex@xleventlab.com
321-431-2111

Document completion date: July 18, 2023

All staff are required to read and confirm that they fully understand this Event Evacuation Plan. Training on the evacuation plan is carried out in advance of staff being deployed and 'refresher training' is scheduled at regular intervals.

It is important to note that too many people rushing to exit inflatables can cause displacement of the air, which can cause the inflatable structures to become unstable, so it is essential that the evaluation of inflatables is handled carefully and without causing panic.

A. EVACUATION DUE TO MECHANICAL FAILURE

In the event of mechanical failure causing the deflation of one or more inflatables, the following steps will be taken to safely evacuate all event attendees.

1. Staff will alert the Build Manager and Tour Manager using their personal radio, using the radio code "code blue" and stating the name of the inflatable affected, should they hear a mechanical failure warning alarm or notice a deflation event in progress.
2. During a deflation event, staff will first ensure they move themselves to a place of safety.
3. The Tour Manager will alert customers using the scripted evacuation announcement via PA or megaphone.
4. Staff will then assist customers to safely exit the inflatables, prioritizing enclosed areas, including domes, and areas of height.
 1. Customers occupying the Disco Igloo dome may exit out of the front entrance to the attraction as well as one of four hexagonal windows/openings in the dome; with single windows being approximately 186cm x 141cm wide and double windows being approximately 280cm x 156 cm wide.
5. Staff will complete a visual inspection of the affected attractions and will confirm to the Tour Manager via radio when each enclosed area is clear.
6. If any customers are found to be trapped within an enclosed area, staff will remove the detachable velcro roof and assist the trapped person to safety.
7. Staff will direct customers to the designated muster point, the shaded area directly at the center of the event site.
8. Customers will be asked to report missing persons from their party to staff at the muster point. Re-checks of the inflatable and any enclosed spaces will immediately be carried out by staff should anyone be reported as missing.
9. The Tour Manager will communicate status updates to the customers via the PA or megaphone at appropriate junctures.

B. EVACUATION DUE TO MEDICAL EMERGENCY

Should someone become unwell or injured on an inflatable, the following steps will be taken to safely assist the affected person/s.

1. In the event of a person being injured on an inflatable, the nearest staff member will use a radio to communicate the issue to the Tour Manager and on-site medics, communicating the on-site location of the injury and the nature of the injury.

2. The Tour Manager will ensure a PA or megaphone announcement is carried out to alert customers to the issue and invite them to exit the affected attraction, if necessary.
 1. Staff will assist customers to exit the attraction and will complete a visual inspection of the affected area to confirm that all customers have exited.
3. If the medical situation requires it, the Tour Manager will liaise with the Build Manager to arrange the full or partial deflation of the inflatable, or inflatable pieces.
4. The Tour Manager ensures customers are kept up to date on the event resuming, via the on-site PA system. The Tour Manager will also communicate with the back office to update customers via text message and email, should this be required.

C. EVACUATION DUE TO INCLEMENT WEATHER

Should inclement weather, or forecast inclement weather, make it necessary to close the attractions while in use the following steps will be taken to evacuate customers safely

1. The Tour Manager will inform all staff of the imminent closure and assign them to specific attractions.
2. In attractions where amplified music is playing, this music will be stopped.
3. Staff will make an announcement via PA or megaphone that the event has been suspended and invite customers to calmly exit the attraction.
4. Staff will assist customers in calmly exiting the inflatables and will relay information to customers about next steps.
5. Staff will direct and assist customers towards their cars and nearby buildings to seek shelter.
6. Exits are located at the entrance to the event site as well as three designated gates in the chain link perimeter.
7. Bike Rack barriers adjacent the main entrance/exit may also be safely shifted if necessary to allow foot traffic to move more efficiently.
8. Once the site is clear of customers, all staff will report to their staff welfare tent for a headcount, which is conducted by the Tour Manager.
9. The Tour Manager will ensure customers are kept up to date on the event resuming, via the on-site PA system. The Tour Manager will also communicate with the back office to update customers via text message and email, should this be required.



ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT
14700 RAVINIA AVENUE
ORLAND PARK, ILLINOIS 60462
708-403-5300
www.orlandpark.org

PERMIT # _____

SPECIAL EVENTS – STAGE/PLATFORM, PORTABLE TOILETS, DUMPSTERS, FENCING, AND OTHER STRUCTURES

You must include a detailed Site Map showing the location of the following: tents and canopies; stages; signage; portable toilets; dumpsters; fences; any other structures; alcohol, food, and merchandise service/sale; and proposed street/sidewalk closures.

■ Will your event include the use of PORTABLE TOILETS?

The Village recommends two portable toilets, one handicapped stall, and two hand-washing stations per 100 people. *All portable toilets must be removed from Village property within 24 hours after your event.*

Company Name: TBD Phone # TBD
Number of Portable Toilets: 3 Number of Handicapped Stalls: 1 Number of Hand-Washing Stations in units

■ Will your event include the use of DUMPSTERS on village property?

The Village requires that all areas must be clean of debris. Attach plan of how garbage and waste will be removed from event site. Dumpster placement at Centennial Park will be in parking spaces 577 to 580 in the Metra East Daily Parking Lot. *Dumpsters must be removed within 24 hours after your event.*

Waste Company Name: TBD Phone # TBD
Number of Dumpsters: 1

■ Will your event include the installation of FENCING or OTHER STRUCTURES?

Description(s): We fence around the perimeter of our event site

■ Will your event be publicly advertised?

How will your event attendees be notified or invited to the event? Social media and local media

If your event is requesting a **street or sidewalk closure**, attach map noting what type of traffic control devices (i.e., traffic signal, Police, barricades, specialized equipment, cones or signs) will be used to close the area. Also note if there will be any control fencing. No markings on paths are allowed. Signage must be used and removed.

If your event is a **run, walk**, or other activity in which participants will be following a course, then you must attach a map and a written description of the proposed route. Additionally, the Village is not responsible for any costs associated with the denial of a proposed route.

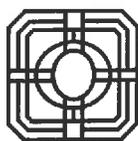
Have you made provisions for **onsite security** services? Any event requiring the use of the Orland Park Police Department will be billed per officer per hour. For more information, contact the Police Department at (708) 349-4111, ask for the Patrol Commander.

Depending on the size and activities of your proposed event, The Village of Orland Park may require the presence of security personnel. Event organizers are responsible for the actions and conduct of any and all persons and organizations (participants, spectators, sponsoring organization, its Officers, Employees or agents or any person under their control insofar as permitted by law) associated with the permitted event. Furthermore, the event organizer is responsible for and will bear all costs related to policing, cleaning, and restoring the park upon conclusion of the event or activity and will reimburse the Village for any such costs incurred by the Village.

James Hatherly
NAME OF APPLICANT (please print)

SIGNATURE OF APPLICANT

Mar 20 2024
DATE



ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT
 14700 RAVINIA AVENUE
 ORLAND PARK, ILLINOIS 60462
 708-403-5300
developmentsservices@orlandpark.org

PERMIT# _____

The Freedom of Information Act (FOIA)

Any information provided on this form is subject to the Freedom of Information Act and may be released as part of a document request. If you do not want personal information released to the public, please provide alternative contact information or clearly note that it is personal/private contact information.

ELECTRICAL PERMIT APPLICATION

About the location where work is being done	Address: Orland Square Mall 288 Orland Square Dr, Orland Park, IL 60462		
	Homeowner/Tenant Name: CC Leisure LLC		
	Homeowner/Tenant Phone: 407-768-2564		
Cost of work \$500	Choose One: <input type="checkbox"/> Residential <input type="checkbox"/> Multi-Family _____ Units <input checked="" type="checkbox"/> Non-Residential		
Describe electrical work being done	Portable generators supplied by local rental company to power event site		
About the electrical contractor who will be doing the work	Business Name: TBD		Phone:
	Business Address:		City, St, Zip
Office Use:	Email:		
CL- COI Exp:	Name of Supervising Electrician:		
	Municipality:	Registration#	Expiration:

Service: <input type="checkbox"/> New <input type="checkbox"/> Revised <input checked="" type="checkbox"/> Not changing <input type="checkbox"/> Relocating				(Village Use)
Voltage _____ Amperage _____ Phase _____				
Number of new/revised circuits and outlets			Low voltage	Fee
	2 WIRE	3 WIRE	4 WIRE	
15 & 20 Amp				<input type="checkbox"/> Phone/Cable/Internet
30 Amp & higher				<input type="checkbox"/> Other Low Voltage Wiring

Per Illinois law, this application must be signed by supervising electrician or homeowner if homeowner is performing the work.

Applicant Print Name James Hatherly I am the Supervising Electrician Homeowner

I, the Owner/Agent/Contractor have permission to apply for the permit on behalf of the owner of the subject property referenced above. I hereby apply to the Development Services Department of the Village of Orland Park, IL for a permit to perform the work as stated in this application submittal and hereby agree to comply with all requirements of the village codes, ordinances and amendments. I hereby agree to comply with the applicable Electrical Codes adopted by the Village of Orland Park.

Signature Date April 9th 2024

Village Use:	Electrical Inspector or Designee- Print name, sign and date:	FEE \$
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ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT
14700 RAVINIA AVENUE
ORLAND PARK, ILLINOIS 60462
708-403-5300
www.orlandpark.org

Permit # _____

SPECIAL EVENT - TENT RULES & REQUIREMENTS

- ✓ A site plan is required showing where the tent/event will be set up and the dimensions of the tent.
- ✓ The tent shall not obstruct any accessible parking spaces, fire lanes, fire hydrants or fire department connections.
- ✓ A flame resistant certificate per NFPA 701 or ASTM E 84 by an acceptable testing laboratory for tents in excess of 400 square feet.
- ✓ If you are leasing your business space, written permission from your landlord is required!
- ✓ Tents are only allowed on the site where your business is located. No off site tents are allowed.
- ✓ A note on the submitted plans stating, "No smoking, no fireworks, no open flames or devices emitting open flame or fire will be used in the tent."
- ✓ A note on the submitted plans stating "a 4A 60BC fire extinguisher will be provided and mounted no higher than 48" above finished floor to the handle."
- ✓ If you are using a tent with the side down, defined exits shall be required to be shown on the plans based on the number of attendants.
- ✓ Occupant load signs will be printed by the Building Division and placed at the tent entrances/exits.

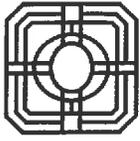
TENT #	SIZE	LOCATION
1.	40FT diameter	Orland Square Mall 288 Orland Square Dr, Orland
2.	40FT diameter	Orland Square Mall 288 Orland Square Dr, Orland
3.	40FT diameter	Orland Square Mall 288 Orland Square Dr, Orland
4.	_____	_____
5.	_____	_____

James Hatherly
Applicant Printed Name

Applicant Signature

Mar 20th 2023
Date

BUILDING OFFICIAL _____



Canopy / Tent Fire Code Requirements

Below are the Code sections from the 2006 International Fire Code for reference only.

2403.8.1 Access. Fire apparatus access roads shall be provided in accordance with Section 503.

2403.8.2 Location. Tents, canopies or membrane structures shall not be located within 20 feet (6096 mm) of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.

2. Membrane structures, tents or canopies need not be separated from buildings when all of the following conditions are met:

- 2.1. The aggregate floor area of the membrane structure, tent or canopy shall not exceed 10,000 square feet (929 m²).
- 2.2. The aggregate floor area of the building and membrane structure, tent or canopy shall not exceed the allowable floor area including increases as indicated in the *International Building Code*.
- 2.3. Required means of egress provisions are provided for both the building and the membrane structure, tent or canopy, including travel distances.
- 2.4. Fire apparatus access roads are provided in accordance with Section 503.

2403.9 Anchorage required. Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request.

2403.12.5 Aisle. The width of aisles without fixed seating shall be in accordance with the following:

1. In areas serving employees only, the minimum aisle width shall be 24 inches (610 mm) but not less than the width required by the number of employees served.
2. In public areas, smooth-surfaced, unobstructed aisles having a minimum width of not less than 44 inches (1118 mm) shall be provided from seating areas, and aisles shall be progressively increased in width to provide, at all points, not less than 1 foot (305 mm) of aisle width for each 50 persons served by such aisle at that point.

2403.12.6 Exit signs. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.

2403.12.6.1 Exit sign illumination. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by luminaires supplied in the following manner:

1. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less; or
2. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set, and the system shall be installed in accordance with the *ICC Electrical Code*.

2404.3 Label. Membrane structures, tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type.

2404.4 Certification. An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame propagation performance criteria of the fabric:

1. Names and address of the owners of the tent, canopy or air-supported structure.
2. Date the fabric was last treated with flame-retardant solution.
3. Trade name or kind of chemical used in treatment.
4. Name of person or firm treating the material.
5. Name of testing agency and test standard by which the fabric was tested.

2404.6 Smoking. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with Section 310.

2404.7 Open or exposed flame. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.

2404.11 Clearance. There shall be a minimum clearance of at least 3 feet (914 mm) between the fabric envelope and all contents located inside the tent or membrane structure.

2404.12 Portable fire extinguishers. Portable fire extinguishers shall be provided as required by Section 906.

2404.15.6 Outdoor cooking. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) of a tent, canopy or membrane structure unless approved by the Fire Code Official.

Tiffany Cooper

From: Kyle Moy
Sent: Tuesday, April 9, 2024 7:39 AM
To: James Hatherly
Cc: Tiffany Cooper; Allison Izguerra
Subject: RE: FW: Special Event permit application
Attachments: Temp Food Application.pdf

Hi James,

The only health permit that needs filled out is the temporary food service permit application for food vendors. There are no health permit applications required at the State level. I've attached a copy of the temporary food service permit application to this e-mail for your convenience. As you mentioned, once your food vendors are confirmed they'll need to complete and submit the application.

Please feel free to contact me with any questions.

Thank you,

Kyle Moy | Health Inspector
Village of Orland Park
14700 Ravinia Avenue | Orland Park, Illinois 60462
Ph. 708.403.6214 | kmoy@orlandpark.org



From: James Hatherly <james@xleventlab.com>
Sent: Tuesday, April 9, 2024 4:40 AM
To: Kyle Moy <kmoy@orlandpark.org>
Cc: Tiffany Cooper <tcooper@orlandpark.org>; Allison Izguerra <aizguerra@orlandpark.org>
Subject: Re: FW: Special Event permit application

[External Mail] Use caution with links and attachments.

Hi Kyle,

I would like to get as many applications in as soon as possible. However, we do not currently have our vendors confirmed. Is there any applications for Health permits I can do without this information, and do you know whether anything is required at a State level?

Many thanks,
James

James Hatherly
Head of Projects and Planning | XL Event Lab
UK: (0)77066 20025

US: (407) 768-2564



On Mon, 25 Mar 2024 at 12:37, Kyle Moy <kmoy@orlandpark.org> wrote:

Good Morning,

Temporary Food Service Permit Applications shall be submitted at least 7 days prior to an event. However, the earlier they're submitted the better; that way I have more time to review the applications, collect any missing information from applicants, approve the applications, and contact vendors to schedule inspections.

If you have any further questions, please feel free to contact me.

Have a nice week,

Kyle Moy | Health Inspector

Village of Orland Park

14700 Ravinia Avenue | Orland Park, Illinois 60462

Ph. 708.403.6214 | kmoy@orlandpark.org



From: Tiffany Cooper <tcooper@orlandpark.org>

Sent: Friday, March 22, 2024 11:33 AM

To: James Hatherly <james@xleventlab.com>

Cc: Kyle Moy <kmoy@orlandpark.org>; Allison Izguerra <aizguerra@orlandpark.org>

Subject: RE: FW: Special Event permit application

Hi James,

Thank you for providing this information. I will update the new dates of the event.

I have cc'd our Health Inspector, Kyle Moy, on this email. Kyle, how soon would you need the temporary food permits for each vendor if the event starts May 25th?

The sign permit is not required if you **will not** have any temporary signage, banners, etc.

Please let me know if you have any questions.

Thank you,

Tiffany Cooper | Executive Assistant/Development Services

Village of Orland Park

14700 Ravinia Avenue | Orland Park, Illinois 60462

Phone: 708.403.6123 | tcooper@orlandpark.org



From: James Hatherly <james@xleventlab.com>

Sent: Wednesday, March 20, 2024 1:15 PM

To: Tiffany Cooper <tcooper@orlandpark.org>

Subject: Re: FW: Special Event permit application

[External Mail] Use caution with links and attachments.

Hi Tiffany,

Great to be working together on our Bounce the City event.

I do not have all the information just yet, but I have provided here what I can so that you can take the details to the board. One main change is the dates have slightly pushed back to the below.

Event Build dates:	Tuesday May 21 st – Friday May 24 th 2024
Live Event Dates:	May 25 th – June 9 th 2024 (schedule below)
Event Break/Loadout dates	Monday June 10 th – Tuesday June 11 th 2024

Attached:

- Event information document. General info about the event and what we have on site, with links to our inflatable engineer documents.
- Tent permit application
- Structure Permit application (some company details are TBD at this stage)

Just a couple of additional points:

- Please can you let me know a deadline for application of the temporary food permits for each vendor? Typically, this can take a little longer than we would like to lock in local vendors.
- Confirming sign permit is not required.

Many thanks,

James

James Hatherly

Head of Projects and Planning | XL Event Lab

UK: (0)77066 20025

US: (407) 768-2564



On Tue, 19 Mar 2024 at 18:02, Tiffany Cooper <tcooper@orlandpark.org> wrote:

Sounds good, thank you!

Tiffany Cooper | Executive Assistant/Development Services

Village of Orland Park

14700 Ravinia Avenue | Orland Park, Illinois 60462

Phone: 708.403.6123 | tcooper@orlandpark.org



From: Sarah Weymouth <sarah@xleventlab.com>

Sent: Tuesday, March 19, 2024 12:32 PM

To: Tiffany Cooper <tcooper@orlandpark.org>; James Hatherly <james@xleventlab.com>

Subject: Re: FW: Special Event permit application

[External Mail] Use caution with links and attachments.

Hey Tiffany,

I am looping in my colleague James as he will be taking over the permitting process from here on out! Please feel free to reach back out to me with any questions or concerns if necessary, thanks!

On Tue, 19 Mar 2024 at 11:12, Tiffany Cooper <tcooper@orlandpark.org> wrote:

Sarah,

I just wanted to touch base regarding your event and the permit applications. Also, any events that will have over 100 people will have to get approved by the Board. We are looking to have your event go to the Board April 1st.

Also, will your event run the same hours as the mall or different and do you know where you'll be located in the parking lot?

Thank you,

Tiffany Cooper | Executive Assistant/Development Services

Village of Orland Park

14700 Ravinia Avenue | Orland Park, Illinois 60462

Phone: 708.403.6123 | tcooper@orlandpark.org



From: Kyle Moy <kmoy@orlandpark.org>

Sent: Friday, March 1, 2024 7:33 AM

To: Tiffany Cooper <tcooper@orlandpark.org>; Sarah Weymouth <sarah@xleventlab.com>

Cc: Allison Izguerra <aizguerra@orlandpark.org>

Subject: RE: Special Event permit application

Hi Sarah,

All food vendors/trucks will need to fill out the temporary food service permit application. If food is being prepared off-site or in a permitted kitchen outside of the Village of Orland Park, vendors will need to submit proof that they are preparing the food from a licensed/permitted kitchen in the form of a health permit and most recent health inspection. Additionally, if they operate out of a shared/commissary kitchen, they will need to submit a copy of their commissary agreement.

Thank you,

Kyle Moy | Health Inspector

Village of Orland Park

14700 Ravinia Avenue | Orland Park, Illinois 60462

Ph. 708.403.6214 | kmoy@orlandpark.org



From: Tiffany Cooper <tcooper@orlandpark.org>

Sent: Thursday, February 29, 2024 3:59 PM

To: Sarah Weymouth <sarah@xleventlab.com>

Cc: Kyle Moy <kmoy@orlandpark.org>; Allison Izguerra <aizguerra@orlandpark.org>

Subject: RE: Special Event permit application

Hello,

No problem! Here are the responses to your questions:

1. Yes, I would include the inflatable canopies on the tent permit application. Please be sure to put the dimensions and if it's larger than 400 sq. ft., we will need the flame spread certificate. This applies for the tents as well.
2. The sign permit is strictly for signs only. The inflatables they are referring to are the ones for grand openings, the ones that look like hot air balloons etc. You're having bounce-houses (please correct me if I'm wrong) which are covered under your event application.
3. It would be best to have all permit applications in by the first week of April.
4. Kyle will get back to you regarding food trucks.

I have a few more questions/comments as well:

1. We will also need a consent letter and/or email from the mall that they approve this event.
2. We will need a site plan for your set-up.

3. Where exactly will you be located in the mall parking lot? By Sears?

Thank you!

Tiffany Cooper | Executive Assistant/Development Services

Village of Orland Park

14700 Ravinia Avenue | Orland Park, Illinois 60462

Phone: 708.403.6123 | tcooper@orlandpark.org



From: Sarah Weymouth <sarah@xleventlab.com>

Sent: Thursday, February 29, 2024 1:31 PM

To: Tiffany Cooper <tcooper@orlandpark.org>

Cc: Kyle Moy <kmoy@orlandpark.org>; Allison Izguerra <aizguerra@orlandpark.org>

Subject: Re: Special Event permit application

[External Mail] Use caution with links and attachments.

Good Afternoon,

Thanks so much for sending this over! Just a few quick questions:

- Does the tent permit apply to inflatable canopies? (not closed on all sides, fully air-supported)
- In regard to the sign permit being for inflatables, our inflatables are bounce attractions, with no wording other than the name of the attraction. Does this still require the sign permit? Most of the application does not seem to pertain to inflatable attractions.
- What is the deadline to have all permits submitted?
- In regard to food trucks, we do not have an exact number yet, [@kmoy@orlandpark.org](mailto:kmoy@orlandpark.org) please advise on all documents required for food trucks and the inspection process.

We are looking forward to working with you all and appreciate any help you are able to provide!

On Thu, 29 Feb 2024 at 13:49, Tiffany Cooper <tcooper@orlandpark.org> wrote:

Hi Sarah,

Please feel free to reach out to me directly as I will be handling your event.

I've gone through your application and attached the proper permits that will need to be completed:

1. Tent application – for tents on premises
2. Structure application – for dumpsters and any other structures besides the tent
3. Temporary food service application – your application states there will be a food truck, can you please verify how many there will be and I have cc'd Kyle our food inspector on this email for further input.
4. Temporary sign permit application – for banners, inflatables, etc. (\$90 per sign, inflatable)
5. Electrical permit – for generators, etc.

Please note that our outdoor events are \$100 per day. I have attached our Special Event Code and Guide for your reference.

Please let me know if you have any questions!

Thank you,

Tiffany Cooper | Executive Assistant/Development Services

Village of Orland Park

14700 Ravinia Avenue | Orland Park, Illinois 60462

Phone: 708.403.6123 | tcooper@orlandpark.org

From: Sarah Weymouth <sarah@xleventlab.com>
Sent: Thursday, February 29, 2024 11:09 AM
To: Jennifer Farrell <jfarrell@orlandpark.org>
Cc: Tiffany Cooper <tcooper@orlandpark.org>
Subject: Re: Special Event permit application

[External Mail] Use caution with links and attachments.

Hello,

I just wanted to check-in on the application that I submitted previously. Any updates are appreciated, thank you!

On Mon, 19 Feb 2024 at 10:27, Jennifer Farrell <jfarrell@orlandpark.org> wrote:

Thank you Sarah for getting back so quickly. Someone from Development Services will be in touch.

Jen Farrell | Senior Secretary

Village of Orland Park

14600 Ravinia Avenue | Orland Park, Illinois 60462

Ph. 708.403.6129 | jfarrell@orlandpark.org

From: Sarah Weymouth <sarah@xleventlab.com>
Sent: Monday, February 19, 2024 9:24 AM
To: Jennifer Farrell <jfarrell@orlandpark.org>
Cc: Tiffany Cooper <tcooper@orlandpark.org>
Subject: Re: Special Event permit application

[External Mail] Use caution with links and attachments.

I apologize for the confusion. The event will be held in the Orlando Square Mall parking lot, 288 Orland Square Dr, Orland Park, IL 60462, United States. The event will be held on Saturdays and Sundays, May 4th & 5th, 11th & 12th, 18th & 19th, 25th & 26th 2024. Set up dates are May 1st, 2nd and 3rd. Break dates are May 27th and 28th.

Please let me know if there is any further information I can provide.

On Mon, 19 Feb 2024 at 09:59, Jennifer Farrell <jfarrell@orlandpark.org> wrote:

Good Morning Sarah,

I saw your application that came through for Bounce the City for multiple event dates. My question is, where is this being held? The date you listed was the one in Florida – 37 N Orange Ave. Depending on where your event is held will determine which department permits your event.

Thanks,

Jen Farrell | Senior Secretary

Village of Orland Park

14600 Ravinia Avenue | Orland Park, Illinois 60462

Ph. 708.403.6129 | jfarrell@orlandpark.org



--

Thanks,

Sarah

Sarah Weymouth | Event Production Manager, XL Event Lab



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Thanks,

Sarah

Sarah Weymouth | Event Production Manager, XL Event Lab



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Thanks,

Sarah

Sarah Weymouth | Event Production Manager, XL Event Lab



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Thanks,

Sarah

Sarah Weymouth | Event Production Manager, XL Event Lab



Tiffany Cooper

From: Tiffany Cooper
Sent: Tuesday, April 9, 2024 10:13 AM
To: James Hatherly
Subject: RE: FW: FW: Special Event permit application

Hello James,

What you sent is fine. If you can provide photos of the generators you'll be using I can attach that to the permit form.

Thank you,

Tiffany Cooper | Executive Assistant/Development Services

Village of Orland Park

14700 Ravinia Avenue | Orland Park, Illinois 60462

Phone: 708.403.6123 | tcooper@orlandpark.org



From: James Hatherly <james@xleventlab.com>
Sent: Tuesday, April 9, 2024 4:56 AM
To: Tiffany Cooper <tcooper@orlandpark.org>
Subject: Re: FW: FW: Special Event permit application

[External Mail] Use caution with links and attachments.

Hi Tiffany,

Sarah's handover notes mentioned we needed an electrical permit for the generators. I have attached the completed form here, but I am not sure how relevant it is as it seems more for homeowner electrical work.

Please can you let me know any other information or permit applications you require from me.

Many thanks,
James

James Hatherly
Head of Projects and Planning | XL Event Lab
UK: (0)77066 20025
US: (407) 768-2564



On Mon, 8 Apr 2024 at 11:52, James Hatherly <james@xleventlab.com> wrote:

Hi Tiffany,

I hope you had a great weekend. Just checking in to see if there has been any update on our application at all please?

Many thanks,
James

James Hatherly
Head of Projects and Planning | XL Event Lab
UK: (0)77066 20025
US: (407) 768-2564



On Wed, 3 Apr 2024 at 00:30, Tiffany Cooper <tcooper@orlandpark.org> wrote:

Hi James,

I have forwarded your email over to Brian West (cc'd on this email).

Thank you,

Tiffany Cooper | Executive Assistant/Development Services

Village of Orland Park

14700 Ravinia Avenue | Orland Park, Illinois 60462

Phone: 708.403.6123 | tcooper@orlandpark.org



From: James Hatherly <james@xleventlab.com>
Sent: Tuesday, April 2, 2024 12:28 PM

To: Kyle Moy <kmoy@orlandpark.org>

Cc: Tiffany Cooper <tcooper@orlandpark.org>; Allison Izguerra <aizguerra@orlandpark.org>

Subject: Re: FW: Special Event permit application

[External Mail] Use caution with links and attachments.

Hi Tiffany,

I hope you had a great weekend. Just checking in to see if there is an update on our application at all please?

Sarah received a voicemail from Bryan West, Police Department. I have tried calling back, but no answer. Please feel free to pass my email on to the Police Department if you are able to, and I will be more than happy to answer all of their questions.

Many thanks,

James

James Hatherly

Head of Projects and Planning | XL Event Lab

UK: (0)77066 20025

US: (407) 768-2564



On Mon, 25 Mar 2024 at 12:37, Kyle Moy <kmoy@orlandpark.org> wrote:

Good Morning,

Temporary Food Service Permit Applications shall be submitted at least 7 days prior to an event. However, the earlier they're submitted the better; that way I have more time to review the applications, collect any missing information from applicants, approve the applications, and contact vendors to schedule inspections.

If you have any further questions, please feel free to contact me.

Have a nice week,

Kyle Moy | Health Inspector

Village of Orland Park

14700 Ravinia Avenue | Orland Park, Illinois 60462

Ph. 708.403.6214 | kmoy@orlandpark.org



From: Tiffany Cooper <tcooper@orlandpark.org>

Sent: Friday, March 22, 2024 11:33 AM

To: James Hatherly <james@xleventlab.com>

Cc: Kyle Moy <kmoy@orlandpark.org>; Allison Izguerra <aizguerra@orlandpark.org>

Subject: RE: FW: Special Event permit application

Hi James,

Thank you for providing this information. I will update the new dates of the event.

I have cc'd our Health Inspector, Kyle Moy, on this email. Kyle, how soon would you need the temporary food permits for each vendor if the event starts May 25th?

The sign permit is not required if you will not have any temporary signage, banners, etc.

Please let me know if you have any questions.

Thank you,

Tiffany Cooper | Executive Assistant/Development Services

Village of Orland Park

14700 Ravinia Avenue | Orland Park, Illinois 60462

Phone: 708.403.6123 | tcooper@orlandpark.org



From: James Hatherly <james@xleventlab.com>
Sent: Wednesday, March 20, 2024 1:15 PM
To: Tiffany Cooper <tcooper@orlandpark.org>
Subject: Re: FW: Special Event permit application

[External Mail] Use caution with links and attachments.

Hi Tiffany,

Great to be working together on our Bounce the City event.

I do not have all the information just yet, but I have provided here what I can so that you can take the details to the board. One main change is the dates have slightly pushed back to the below.

Event Build dates:	Tuesday May 21 st – Friday May 24 th 2024
Live Event Dates:	May 25 th – June 9 th 2024 (schedule below)

Attached:

- Event information document. General info about the event and what we have on site, with links to our inflatable engineer documents.
- Tent permit application
- Structure Permit application (some company details are TBD at this stage)

Just a couple of additional points:

- Please can you let me know a deadline for application of the temporary food permits for each vendor? Typically, this can take a little longer than we would like to lock in local vendors.
- Confirming sign permit is not required.

Many thanks,

James

James Hatherly

Head of Projects and Planning | XL Event Lab

UK: (0)77066 20025

US: (407) 768-2564



On Tue, 19 Mar 2024 at 18:02, Tiffany Cooper <tcooper@orlandpark.org> wrote:

Sounds good, thank you!

Tiffany Cooper | Executive Assistant/Development Services

Village of Orland Park

14700 Ravinia Avenue | Orland Park, Illinois 60462

Phone: 708.403.6123 | tcooper@orlandpark.org



From: Sarah Weymouth <sarah@xleventlab.com>

Sent: Tuesday, March 19, 2024 12:32 PM

To: Tiffany Cooper <tcooper@orlandpark.org>; James Hatherly <james@xleventlab.com>

Subject: Re: FW: Special Event permit application

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Also, will your event run the same hours as the mall or different and do you know where you'll be located in the parking lot?

Thank you,

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Village of Orland Park

14700 Ravinia Avenue | Orland Park, Illinois 60462

Phone: 708.403.6123 | tcooper@orlandpark.org



From: Kyle Moy <kmoy@orlandpark.org>

Sent: Friday, March 1, 2024 7:33 AM

To: Tiffany Cooper <tcooper@orlandpark.org>; Sarah Weymouth <sarah@xleventlab.com>

Cc: Allison Izguerra <aizguerra@orlandpark.org>

Subject: RE: Special Event permit application

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All food vendors/trucks will need to fill out the temporary food service permit application. If food is being prepared off-site or in a permitted kitchen outside of the Village of Orland Park, vendors will need to submit proof that they are preparing the food from a licensed/permitted kitchen in the form of a health permit and most recent health inspection. Additionally, if they operate out of a shared/commissary kitchen, they will need to submit a copy of their commissary agreement.

Thank you,

Kyle Moy | Health Inspector

Village of Orland Park

14700 Ravinia Avenue | Orland Park, Illinois 60462

Ph. 708.403.6214 | kmoy@orlandpark.org



From: Tiffany Cooper <tcooper@orlandpark.org>
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To: Sarah Weymouth <sarah@xleventlab.com>
Cc: Kyle Moy <kmoy@orlandpark.org>; Allison Izguerra <aizguerra@orlandpark.org>
Subject: RE: Special Event permit application

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4. Kyle will get back to you regarding food trucks.

I have a few more questions/comments as well:

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2. We will need a site plan for your set-up.
3. Where exactly will you be located in the mall parking lot? By Sears?

Thank you!

Tiffany Cooper | Executive Assistant/Development Services

Village of Orland Park

14700 Ravinia Avenue | Orland Park, Illinois 60462

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Sent: Thursday, February 29, 2024 1:31 PM
To: Tiffany Cooper <tcooper@orlandpark.org>
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Subject: Re: Special Event permit application

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We are looking forward to working with you all and appreciate any help you are able to provide!

On Thu, 29 Feb 2024 at 13:49, Tiffany Cooper <tcooper@orlandpark.org> wrote:

Hi Sarah,

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5. Electrical permit – for generators, etc.

Please note that our outdoor events are \$100 per day. I have attached our Special Event Code and Guide for your reference.

Please let me know if you have any questions!

Thank you,

Tiffany Cooper | Executive Assistant/Development Services

Village of Orland Park

14700 Ravinia Avenue | Orland Park, Illinois 60462

Phone: 708.403.6123 | tcooper@orlandpark.org



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Cc: Tiffany Cooper <tcooper@orlandpark.org>

Subject: Re: Special Event permit application

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Jen Farrell | Senior Secretary

Village of Orland Park

14600 Ravinia Avenue | Orland Park, Illinois 60462

Ph. 708.403.6129 | jfarrell@orlandpark.org



From: Sarah Weymouth <sarah@xleventlab.com>

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Cc: Tiffany Cooper <tcooper@orlandpark.org>

Subject: Re: Special Event permit application

[External Mail] Use caution with links and attachments.

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Thanks,

Jen Farrell | Senior Secretary

Village of Orland Park

14600 Ravinia Avenue | Orland Park, Illinois 60462

Ph. 708.403.6129 | jfarrell@orlandpark.org



--

Thanks,

Sarah

Sarah Weymouth | Event Production Manager, XL Event Lab



--

Thanks,

Sarah

Sarah Weymouth | Event Production Manager, XL Event Lab



--

Thanks,

Sarah

Sarah Weymouth | Event Production Manager, XL Event Lab



--

Thanks,

Sarah

Sarah Weymouth | Event Production Manager, XL Event Lab

