

# Special Event Planning Guide

**CITY OF AURORA**

**An Informative Guide to Help You Navigate Your Special Event**

# Table of Contents

**Applying for a Permit** ..... 2

**Requirements**..... 5

**Application Fees & Other Expenses**..... 6

**Reservations & Limitations** ..... 7

**Event Safety** ..... 13

**Public Notification**..... 15

**Parking & Transportation** ..... 16

**Insurance Requirements**..... 17

**Issuance of Permit** ..... 17

**Event Evaluation**..... 18

**Appendix**..... 19

# Applying for a Permit

## Who Needs a Special Event Permit?

Special Event Permits are required for events that utilize public spaces, such as public roads, parks, squares and plazas. Events contained to private property may require a Special Event Permit based on use.

### Races, Walks and Parades

Organized non-stationary activities involving running, biking, walking, marching or other means of transportation, utilizing a fixed course that involved the use or obstruction of City street rights-of-way, City sidewalks or City parks.

### General Events

Event that takes place in a stationary location for a specific duration of time, often involving amplified noise, food, beverage, merchandise, or other forms of entertainment. Examples include festivals, performances, rallies, markets, and other similar events.

### Neighborhood Block Parties

Small-scale activity that closes a small number of blocks on a local-service, residential street. These small-scale gatherings are initialed by and are intended to attract only the local residents who live on or in close proximity to the street being closed. They are not intended for the general public. The Block Party application can be found on the Alderman's Office page of the City website [here](#).

### Filming

Film or still photography production that requires the private use of any City property, such as streets, parks, City buildings, or other outdoor City property.

### Pavilion Rentals

Pavilion reservations at Phillips Park and Garfield Park are coordinated through the Parks Department.

**Applying for an event does not guarantee that your event will be approved.**

*The City assumes no liability if an event is not approved – Selling tickets, advertising, gaining sponsorship and other activities done prior to event approval is done at the risk of the event organizer.*

## Role of the Special Events Office

The Special Events Office is responsible for processing applications, reviewing event requests for compliance with City Code, and serving as a liaison between event organizers, City departments, and partner agencies throughout the permit process.

## Role of the Organizer / Applicant

Event organizers are responsible for the planning and management of the event. City staff provides support during the application process.

Communication between the event organizer and City is critical before, during and after the special event to ensure a smooth permitting process and a successful event. Event organizers should be responsive to correspondence from the City and should submit all required items by their deadline. All Special Events are subject to the conditions outlined in the Special Events Ordinance and it is the organizers responsibility to ensure compliance.

## Special Events Review Process

The Special Events Office maintains a Special Events Review Process (SERP) committee which includes representatives from all of the city departments that provide support for events, such as Police, Fire, Legal, Risk Management, Public Works, Public Properties, Emergency Management, Fire Prevention, Parks and others. The role of SERP is to provide feedback and recommendations to assist in the planning of your event to make it a success.

## Event Limitations

The City of Aurora has the right to deny a permit for any special event if such an event would create an undue burden on a particular geographic area or the City as a whole. The City also has the right to deny a permit for any event that has received an unfavorable review by other units of government or that is deemed not to service the best interests of the City of Aurora. If a permit is denied, the event organizer may choose to appeal as outlined in the Special Event Ordinance, Section 41.5-135.

## Information Required at Meeting

If requested to attend a SERP meeting, the event organizer will discuss the completed application with staff. The following is a list of items typically discussed at a SERP meeting:

- Type of event
- Location (route and/or site plan set up)
- Expected number of attendees
- Security and Emergency Action Plan
- Alcohol consumption (served or sold)
- Beverages and food (served or sold)
- Waste management plan
- Traffic control plan
- Parking
- Americans with Disabilities (ADA) Compliance
- Additional required documents that may be required

## Deadlines

It is the organizer's responsibility to determine which type of event they are hosting and ensure they apply by the corresponding deadline for that specific type of event. Please review the deadlines carefully. Missing deadlines may result in late fees or the ability to host an event.

**Walks / Runs / Processions / Parades..... 90 Days Prior to Event**

*This applies to all athletic events, parades and similar events.*

**General Event ..... 90 Days Prior to Event**

*This applies to parades, festivals, ceremonies, rallies, concerts and similar events.*

**Filming..... 30 Days Prior to Event Depending Upon Project**

*Applications for extensive filming spanning multiple days or locations must be submitted at least 30 days in advance.*

### Missed the deadline?

*Please do not submit an application until you have called the Special Events Office at (630) 256-3370 to assure there is sufficient time to process your permit. Late fees may apply.*

# Requirements

Event organizers must submit their application at least 90 days (3 months) prior to the event date. In addition, event organizers must submit other required documents to their event manager and/or receive approvals from other city departments and local agencies by the required dates. The timetable below provides all required submission documents and deadlines in the special event permitting process.

|  |                          |
|--|--------------------------|
| <b>90 Day Requirements</b>   |                          |
| • SEP Application .....  | <input type="checkbox"/> |
| • Application Fee .....  | <input type="checkbox"/> |
| • General Site/Route Map .....                                     | <input type="checkbox"/> |
| <b>80 to 60 Day Requirements</b>                                   |                          |
| • Attend a Special Event Review Process Meeting .....              | <input type="checkbox"/> |
| • Copy of Promotional Literature .....                             | <input type="checkbox"/> |
| • Notice of Proposed Closure Letter and Form .....                 | <input type="checkbox"/> |
| • Toilet/Trash Arrangements .....                                  | <input type="checkbox"/> |
| <b>59 to 30 Day Requirements</b>                                   |                          |
| • Certificate of General Liability Insurance .....                 | <input type="checkbox"/> |
| • Mail Out Notice of Proposed Closure .....                        | <input type="checkbox"/> |
| • Emergency Action Plan .....                                      | <input type="checkbox"/> |
| <b>10 Day Requirements</b>   |                          |
| • Payment of 25% of estimated City services costs .....            | <input type="checkbox"/> |
| <b>Post Event Requirements</b>                                     |                          |
| • All invoices are due no later than 60 days after the event ..... | <input type="checkbox"/> |

**Please Note:**

*Not all requirements may apply to your event.*

# Application Fees & Other Expenses

The following fees and costs for services from City departments and other agencies involved in the production of special events are outlined below and are subject to change. This list is not inclusive of all fees that events may incur, but reflects the most common event-related expenses. Once the event is approved, a 25% deposit of the estimated cost of the event will be due 10 days before the event.

## Event Expenses Determined through the SERP Process

|                                       |  |   |
|---------------------------------------|--|---|
| Tent Review and Inspection (over 400) | \$201.00                                 | Fire Prevention   |
| Temporary Liquor License              | \$25.00 per day                          | City Clerk  |
| Pyrotechnics Permitting               | NC                                       | Fire Prevention   |
| AFD Paramedics (2)                    | \$130.00 hr.                             | Min. 3 hours  |
| APD Officers Off –Duty                | \$55.65 hr.                              | Min. 3 hours  |
| APD Officers Overtime                 | \$80.54 hr.                              | Min. 3 hours  |
| APD Sergeant Overtime                 | \$95.76 hr.                              | Min. 4 hours  |
| Street Sweeper-Sat/Sun                | \$125.00 hr.                             | Min. 3 hours  |
| Parade Barricades                     | \$7,000 to \$10,000                      | Special Events / APD  |
| Street Barricades                     | Price Varies                             | Determined by amount needed   |
| Trucks/Water Barricades               | Price Varies                             | Determined by amount needed   |
| Garbage                               | \$6.50 ea. Cardboard / \$3.25 roll of 25 | Groot   |
| Water Hookup                          | \$1,600 deposit hydrant meter            | Refundable deposit for hydrant meter. Applicant will be billed only for the amount of water used. |
| Temporary Food Permit                 | Varies                                   | Applicable County   |
| Temporary Liquor Permit               | \$150-1 day/\$250-2day                   | State of Illinois   |
| Mobile Food Unit Permit               | Fee Varies                               | Revenue and Collections   |
| Insurance                             | Varies                                   | Insurance Provider  |
| Portable Toilets                      | Varies                                   | Varies  |
| Postcard Notification                 | Varies                                   | USPS or other   |

# Reservations & Limitations

## Reservation Policy

### New Events

Dates and locations for new events are reserved on a first-come, first-serve basis. We encourage new event organizers to contact the Special Events Office at [events@aurora-il.org](mailto:events@aurora-il.org) or (630) 256-3370 before submitting an application to confirm that their preferred event location and date is available.

### Annual and Legacy Events

Annual and legacy events have first priority to reserve the same annual date, provided they receive an acceptable post event evaluation and submit a Letter of Intent in a timely fashion. The letter will serve as a reservation only, and the event organizer will still need to submit an official application by the corresponding deadline. Failure to submit a Letter of Intent will forfeit an event's first priority to the given date/location. The template for the Letter of Intent is available in the Appendix.

### Legacy Events

Legacy Events are those defined as having taken place on or about a certain date, on a substantially similar route, and in connection with a specific holiday or consistent theme, in substantially the same form for a minimum of three (3) consecutive years.

### Additional Limitations for Races and Parades

- As of August of 2018 a moratorium is placed on all new races and parades in the Aurora Transportation Center, RiverEdge Park and Central Business District until further notice. No new races and/or parades may move to these high impact areas until construction is complete.
- No two events using the same or similar routes can occur on the same day. SERP may take the impact of major festivals or other large-scale general events into consideration when enforcing this limitation.
- No more than four race/walk/parade events can occur on the same weekend, or two per day regardless of location and no more than two of these can be classified as "major events."
- The City of Aurora has two approved parade routes. Maps for both can be found in the Appendix.
- The City of Aurora does not have the authority to close State routes for private events.

## Closure of City Streets

Requests for the closure of City streets should be indicated on the event application. The closure of a street gives the requestor exclusive use of that street and the sidewalk along the right-of-way for the times requested provided that ADA compliance is met and typically [not always] this will include access to all parking spaces within the closed right-of-way as well.

## Fire Lane

Emergency vehicle access roads shall have an unobstructed width of not less than 25 feet for all or part of the required



roadway so long as the access road complies with the appropriate minimum street width for dedicated City streets, and such fire access roadways, or portions of such roadway, which are less than 25 feet wide are not in locations where aerial apparatus deployment could be necessary to achieve control and /or extinguishment of a fire, and turning radii are adequate for maneuvering fire department and other emergency services vehicles. The Fire Chief or his/her designee shall have the authority to require an increase or permit a decrease in access widths when necessary to meet public safety objectives.

## Vertical Clearance

An unobstructed vertical clearance of not less than 14 feet must be maintained on all overhead obstructions above any fire lanes at all times. This includes any obstructions positioned over roadways including but not limited to event starting lines, overhead banners, or event entry structural support systems.

## Restrooms

Event organizers are required to provide restroom facilities for attendees, with at least 10% [and at least 1] being ADA compliant. The recommended number of restrooms will be decided by SERP, but the general rule is 1 unit per every 150 attendees. Event organizers can meet the minimum recommendation either by renting portable toilets or by utilizing the facilities of adjacent, participating businesses [with their written permission].

- Units must either include hand sanitizers or hand sanitation stations are to be provided.
- Multiple day events must include a clearly documented DAILY servicing plan.
- Organizers must abide by ADA Standards for accessible routes, entry and exit as well as stable ground.
- Portable toilets must be removed by the time the permit expires.

## Waste Management Plan

The City requires that all spaces be thoroughly cleaned after each use. It is therefore imperative that event organizers have a detailed plan on how they intend to manage and dispose of trash and recyclable materials, as well as a general plan to not only clean up after the event, but to ensure a clean space throughout the duration of the event. Event organizers may use volunteers, professional cleaning or contracted companies for these services. However, all material must be removed completely from the site and all trash and recycling receptacles must be emptied after the event.

## Pre-Event Planning

***When submitting a permit application, be prepared to answer the following:***

- Number of attendees anticipated at the event
- Materials to be recycled
- Service capabilities of landfill trash and recyclables
- Contact information for the waste management service provider

### **Material Ban and Prohibitions**

Event planners, operators and vendors may NOT distribute polystyrene (Styrofoam) or glass per code Section 41.5-156(f)

### **Container Agreements**

***The location of all the container and/or roll-offs must be identified on the event site plan included with the application.***

- All containers are clearly labeled to indicate whether they are dedicated for landfill trash, recycling or organics.
- Containers should be grouped in common collection areas to ensure access for employees, vendors, volunteers and attendees.
- Provide color coded containers i.e. black for landfill and blue for recycling.

### **Staff and Volunteer Education**

***The City of Aurora encourages event planners and operators to provide education to staff, vendors and employees:***

- To direct special event participants and attendees to landfill trash, recycling or organics common collection areas; and
- To screen and monitor appropriate material placement in landfill trash, recycling or organics containers for the duration of the event.

### **Post Event**

- Event planners, organizers and vendors should plan to return the event location to a condition equal to or better than the condition prior to the onset of the event.
- Events in need of street sweeping should indicate that on the application. Fees are indicated on page 4.

### **Liquid or Semi-Solid Waste Disposal**

It is strictly prohibited to discharge any waste into the municipal storm sewer system or any part thereof (e.g. drain inlet, street, gutter drainage ditch), or to the ground surface, or to any body of water. If your event will generate liquid or semi-solid wastes (e.g. fats, oils, grease, wash water, soap), you must submit a plan for collection, containment and proper disposal.

### **Alcohol**

There are two important components to having alcohol at your event. First, if the event will involve the consumption of alcoholic beverages on City property, regardless of whether it is being sold, given away, or supplied by attendees themselves, you will require a City of Aurora Temporary Liquor License.

Second, if your event will involve the sale of alcohol [or a related sale, such as entrance fees or tickets], you will require a Temporary Liquor Permit through the State of Illinois. Temporary permits can be applied for through the Illinois Liquor Control Commission. Click [here](#) for the ILCC application.

Event organizers are responsible for all aspects of the alcohol permit. Failure to comply can result in the revocation of the permit and/or the issuance of citations to the event organizer and/or patrons.

Per the Liquor Ordinance (Section 6-10) all on premise alcohol servers (and those required to check identification for alcohol service) will be mandated to take Beverage Alcohol Sellers and Servers Education and Training (BASSET). There are several online courses which are available.

## Event Noise

Requests for the amplification of sound should be indicated on the application. Organizers should be mindful of the impacts of the sound on the surrounding neighborhoods. Failure to comply may lead to revocation of permit.

## Food Vendors

The sale or preparation of all food at any special event will require a Mobile Food Vendor Permit from the City of Aurora and Temporary Food Permit from the applicable County Health Department. As Aurora is in four counties, please apply to the applicable county in which you will be serving.

The event organizer is responsible for ensuring vendors obtain all the necessary County and City permits. It is important to relay the following information to all vendors associated with your special event:

- Approved load-in and load-out procedures before, during and after the event.
- All fire safety requirements must be complied with at all times while participating in the event.
- Have any/all required valid permits visibly posted.
- Be prepared for a fire inspection and a health inspection at any time during the event.

## Tents

***If you plan to use commercial tents at your event, you will require an onsite inspection. This includes any of the following:***

- A tent over 400 square feet with sides
- A canopy over 700 square feet [with or without sides]
- Tents set up on site will be inspected and approved by the AFD in compliance with the current fire code. There is no permit required for tents under 400 square feet.

## Propane

Propane tanks must be placed securely at the rear of the tent for emergency access. Propane appliances must have Liquefied Petroleum Gas (LPG) stamped on their hoses. Spare propane tanks are not allowed in the tents. Fryers must be placed at the rear of the tent and NOT next to the propane tank.

## Grills & Pits

- No grilling with charcoal or wood is allowed under any tented structure.
- Any solid fuel appliances should have a cover (Ex. Grills & pits).
- Outside BBQ pits with stacks must have a 5 ft. clear circumference from combustibles, a 15 ft. clearance above the

stacks and a distance of 10 ft. from any permanent structure.

- Homemade LPG appliances will be inspected individually and may not be authorized.

## **Fireworks, Pyrotechnics, and any other Open Flame usage**

If your event will involve any flame-related activities, you may require an additional form from the Aurora Fire Prevention Bureau to meet Federal regulations.

## **Electrical and Power Distribution**

If your event includes provisions to supply electrical power via generators, photovoltaic (solar) systems, or by connecting to existing permanent electrical systems, an electrical inspection may be required by the Building Inspection Division of the Development Services Department. An electrical inspection is required for electric power generating equipment 25 volts and higher. The inspection will be scheduled during the Special Event Review Process.

Existing city maintained lighting and outlet circuits may not be used for event power use unless prior approval is obtained before the event date and time. If using Edison style plug to receptacle installations and/or cam-lock installations, you will not be required an inspection. If using any “tie-ins”, “pig-tails” or bare wire to connect to a post/wire, you will be inspected and all work must be completed by a licensed electrician.

The installation of all electrical elements must comply with the requirements of the most recent NFPA 70 the National Electrical Code as amended by the City of Aurora Electrical Code.

## **Stages / Temporary Structures**

Stages, temporary structures, bleachers, folding and telescoping seating and grandstands are subject to an on-site inspection by the Aurora Fire Department.

## **Water Services**

Events that will be using City of Aurora water will be required to put a deposit on a hydrant meter and will be metered and billed for water usage. See costs in the chart on page 4.

## **Animal Entertainment**

To ensure that all animals are treated humanely (per City Ordinance Section 9-15), all event applications with animals other than domestic, will be reviewed by the Animal Control Division.

## **Americans with Disabilities Act (ADA) Requirements**

ADA accessible parking spaces that are temporarily displayed during your event must be reserved elsewhere close to the displayed location. For every one ADA parking space displayed, one must be reserved during the affected time.

**Please meet the ADA Handicap Accessible Parking Regulations:**

- A sign with the international symbol of accessibility must be located in front of the parking space and mounted high enough so it is not hidden by a vehicle parked in the space
- Accessible parking spaces should be the spaces closest to the accessible entrance and be located on level ground.
- An accessible route must be provided between the access aisle and the accessible building entrance.
- Van accessible spaces must have an access aisle that is at least eight-feet wide and be designated by a sign with the international symbol and “van accessible.”
- If you provide only one accessible parking space, it must be a van accessible space.
- Accessible parking spaces for cars must have an access aisle that is at least five-feet wide.
- The number of accessible parking spaces that should be provided is based on the total number of parking spaces that you provide.

## Event Layout

### Site Plan

Detailed site plans are required. While site plans are not required to be professionally drawn, they must be legible, close to scale and provide sufficient detail to paint a picture of what your event will look like. The following is a list of minimum requirements that your site plan should meet:

### Property Overview:

- Show locations of structures, fire lanes, streets, alleys and fencing.
- Fencing must indicate locations of exits and gates.
- Show the foot print of any building, location of building exists, sidewalks and pathways.

### Provide a key that indicates:

- The direction of north (as a reference)
- What areas will be used for the event
- Any special notes applicable to the event.
- Street names

### Provide details of the layout:

- Location of tents or temporary structures including dimensions
- Food trucks, vendors and merchandise areas
- Size and location of any stages
- Any other specific details of the layout for the event

# Event Safety

## Safety Barricades

Any event involving the closure or obstruction of a public right-of-way will require safety barricades, variable message boards, and/or the hiring of an off-duty police officer for traffic control. The number and placement of barricades will be determined by the Aurora Police Department through the SERP process. This is a critical measure and is strictly enforced to help ensure public safety at special events and parades. Crowd control barricades for parades are required and will be billed by the City of Aurora to the event/parade organizer.

Fire and safety exits are necessary for any fenced events. The amount of exits and location will be determined during the SERP process.

## Emergency Action Plan

All events are required to submit an Emergency Action Plan [EAP] during the application process. This plan should identify emergency exits, crowd managers, emergency notification methods, and how organizers will deal with weather related incidents and emergencies. SERP will review each plan and make recommendations. You can view the EAP guidelines in the Appendix.

## Security

As an event organizer, you must provide a safe and secure environment for your event. This is accomplished through detailed pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment and by being prepared to react during the event to any unanticipated problems. The size, type time of day, and location of your event, as well as the overall activities proposed to take place in association with your event, are all areas that need to be analyzed.

Off-duty or overtime Aurora Police Officers are the most common and preferred method of security at special events in the City. During the event permitting process, the Aurora Police Department will review each application and provide requirements on the number of sworn officers or other security needed for your event.

The Aurora Police Department has final authority to require a minimum number of police officers, licensed private security guards, and volunteers to staff your proposed event. The Aurora Police Department has the authority to adjust the scale and certain aspects of your event in order to provide a safe and secure environment.

During your event, the Aurora Police Department closely monitors all situations and circumstances and has final authority over your event safety and security. The Aurora Police Department maintains the right to shut down any or all components of your event and/or to provide additional department staff to supplement your security staff (police officers, licensed private

security guards, and/or volunteers) in order to provide a safe and secure environment. Any additional department staff added to your event by the Aurora Police Department will be billed directly to the event organizer.

All police officers present at your event are expected to enforce all laws, including areas and circumstances outside of your event. The enforcement of these laws will be done in accordance with Aurora Police Department policy.

### **Private Security Requirements**

Event organizers may choose to hire a professional security company licensed by the State of Illinois to help to develop and manage an appropriate security plan. Professional security companies must be preapproved by the Aurora Police Department. A representative of this company should work closely with the event organizer to review and analyze the proposed event. The security company representative should assist in identifying points of concern and potential problems. The representative should help to make recommendations for areas of concerns and the number of licensed private security guards, non-licensed volunteers, and other staff needed at the event. Should your event use private security as part of your safety plan, it is critical that the event organizer coordinates areas of responsibility with APD prior to the start of your event. A representative from the security company may be required to attend a SERP meeting.

It is required that the event organizer maintain written verification that the private security company will provide service at the event and is licensed, insured and bonded and authorized to operate in the State of Illinois. Private security officers have no police powers except the ability to perform a citizen's arrest.

### **Use of Volunteers**

As part of your event security plan, APD may allow the event organizer to use volunteers in specific predetermined locations and capacities that do not require officers or licensed security guards. Should the volunteer services fail to be provided, and/or prove inadequate, APD maintains the right to shut down any or all components of the event and/or to provide additional department staff that will be billed directly to the event organizer.

# Public Notification

In an effort to improve communications and keep community members fully informed of all events that will impact their area, the Special Events Office enforces the following notification policy. We realize some events have used other effective notification methods in the past and that many annual events are already well known. However, these requirements were created with an aim to build a city-wide event notification pattern that is consistent, visible, and recognizable to the public.

## Notification Components

- Name of Event
- Name of sponsoring organization, if applicable
- Date and timeframe of event
- Description of associated road closures and timeframe of road closures, if different than timeframe of event
- Description of event including information and timeline for noise impacts of event, such as music or fireworks
- Name and contact information of event organizer [including a phone number and email]
- Website associated with the event, if applicable

## General Event, Race and Parade Notification Requirements

**At least two weeks prior to the event,** communicate the impact of your event with all businesses and places of worship located along the footprint or route, or located on a side street that will be blocked or heavily inconvenienced by the road closures and/or noise of the event. Organizers must communicate with a manager or owner via email, phone or in-person, and must record the name and date of conversation and submit that information to the Special Events Office. We have created an Establishment Notification Form to assist with this process, which is included in the Appendix.

**At least 10 days prior to event,** all residencies located along footprint or route or on a side street that will be blocked or heavily inconvenienced by the road closures and/or noise, must receive either a standardized Postcard Notification or door-hanger including all required components. Detailed Postcard Notification Instructions including helpful tips are included in the Appendix.

In the event of a large apartment or business complex with one main lobby, it is acceptable to work with the building's owner/ manager to determine the most appropriate method of event information distribution, such as hanging a flier in the main lobby entrance or posting to a common forum

## Going Above and Beyond

*This covers our minimum requirements for events, but we do encourage, for the benefit of both the event organizer and Aurora community members, that organizers engage local businesses and use additional methods of information distribution when possible such as social and broadcast media, local calendars, newsletters, etc.*



# Parking & Transportation

## Parking

Events must ensure ample parking is provided for the number of event participants expected. Parking options should also be properly advertised to event attendees. Parking garages are available for use and should be coordinated with the proper agencies.

## No Parking Postings

If your event will close roads within a business district, it may be necessary to post “No Parking” signs. Not all events will require signs, it will be determined during the SERP process on when and where to post them.

If deemed necessary the applicant must post “No Parking” signs along city roads where public parking spaces exist within the event site. The City requires that the event use City-owned signs that may be checked out from and returned to the City of Aurora Special Events Office within one week of check-out date. If signage is lost stolen or damaged, the applicant will reimburse the City of Aurora \$5.00 per sign. The applicant will be fined \$100.00 if the signs are not taken down within 12 hours of the end of the event.

## Towing

At times, events will require that cars be removed from within the footprint of the event. A car can only be towed if the parking space was clearly posted “No Parking”. Only pre-determined event organizers or representatives may request that the police have a car towed during a special event. To request a car towing, event organizers should contact an on-site event police officer. If none are available, the organizer should call the Aurora Police Department non-emergency number at 630-256-5000.

## Attendee Parking Options

Downtown Aurora has many parking lots available for public use. Parking varies depending on location and time. The City of Aurora has created a detailed parking lot map of the downtown vicinity, [linked](#) for your reference.

# Insurance Requirements

## **Certificate of Insurance**

Events using public property (excluding neighborhood block parties) are required to secure an insurance policy for the event that includes the City of Aurora as additional insured with limits determined for each tier by the City's Risk Management Division. The event organizers (primary and/or secondary) shall purchase and maintain this insurance, providing coverage for the event with an insurance company authorized to do business in the State of Illinois. Detailed requirements, limits, indemnification language, an example Certificate of Insurance and guidelines for insurance providers are available in the Appendix.

## **Insured Information**

This information will be the name and contact information of the named insured on the insurance policies. This should be the exact name of the organization the City of Aurora is entering into a contract with and should match the name of the organization requesting the Special Events Permit.

## **Third Party Insurance**

The event organizer must ensure all safety sensitive contractors providing goods or services for the event maintain appropriate insurance coverage and limits. Examples of such contractors include but are not limited to inflatable companies, providers of amusement rides, vendors of all food and beverage items, etc.

# Issuance of Permit

Once your permit is approved a Special Event Permit will be issued by the Special Events Office. Please retain a copy onsite at all times. An applicant who is found violating the terms of a permit issued under Chapter 41.5-170 may not apply for or receive another closure permit under this chapter for a minimum period of 24 months after the date of your violation.

# Event Evaluation

## **Performance Scores**

The Special Events Office may complete an Event Evaluation Form following your event, which will include a performance score measuring the success of event organizers in conforming to all policies and permitted activities. Events with an unsatisfactory evaluation may have additional requirements imposed for future years or may be denied for all future events. For your convenience a copy of our current evaluation form is in the Appendix.

## **Damages and Outstanding Bills**

Event organizers will receive a post-event invoice for any damages to City property or unanticipated event needs such as additional staffing needs, clean-up, etc.

## **Letter of Intent**

If an event organizer receives a satisfactory evaluation following their event, within two weeks they will be invited to submit a Letter of Intent to reserve the same date and location for the event the following year. They will then have one month to submit the Letter of Intent to the Special Events Office. View a template of this letter in the Appendix. Please note, annual events will still need to submit a complete application every year.

# Appendix

**Downtown Location Regulations** .....A1

**Event Notification Requirements** .....A2

**Establishment Notification Form** .....A4

**Approved Parade Routes** .....A6

**Emergency Action Plan Guidelines** .....A8

**Emergency Action Plan Template**.....A9

**Filming Code of Conduct** .....A12

**Insurance Requirements & Limits** .....A13

**Indemnification Clause**.....A15

**Guidelines for Insurance Providers**.....A16

**Certificate of Insurance Example**.....A17

**Letter of Intent Template**.....A18

**Event Evaluation Form**.....A19

# Downtown Location Regulations

All Special Event Permit holders for the use of downtown parks and/or parking lots which are the property of the City of Aurora, shall be governed by the following regulations and shall be held responsible for any violations. This includes but is not limited to: Water Street Mall, Millennium Plaza, Tivoli Plaza, Mundy Park and B Lot. Violation of these regulations will be taken into consideration when determining the future availability of facilities to the same individual, group or organization.

1. City of Aurora-sponsored activities have precedence over the scheduling of special events for the Water Street Mall and Millennium Plaza.
2. All dates for any year become available on January 1st of that year, at which time applications will be accepted and dates reserved on a first-come, first-serve basis.
3. No operating of motor vehicles on the Water Street Mall. Loading and unloading may be done at either end of the area near Downer or Galena.
4. Use covered by the Special Event Permit is limited to the confines of Water Street Mall unless otherwise permitted.
5. No alcoholic beverages are to be consumed, sold, or otherwise distributed without proper permits, licensing, insurance, and approval of same by the City.
6. No amplified music that carries beyond forty (40) feet of the confines of either location.
7. Both locations and surrounding areas are to be cleaned up with all refuse taken away and disposed of in an appropriate manner prior to individual/group or organization leaving the premises. This does NOT include the trash bins on the street.
8. No food vendors cooking with grease are allowed on the Water Street Mall. All food vendors must follow all requirements and regulations set forth in the City's Mobile Food Unit Ordinances found in Article XII Sections 25-282 through 25-286 of the City's Code of Ordinances
9. The person completing the application for use of either location is responsible for ensuring that these regulations are followed by the user at all times.
10. Damage to the location or any of the contents or fixtures therein will be charged to the Permit Holder as identified on the completed and approved application.
11. The City shall charge a reasonable fee for use of said facility to reimburse the City for expenses incurred by the City relating to set up, take down, clean up and/or facilitating any special arrangements for the use of the facility. Any assessed charges or required deposits must be paid in full not less than 10 working days prior to the date of use, and if not so paid, the permit may be revoked or not issued.

# Event Notification Requirements

## Notification Policy

At least two (2) weeks prior to the event, the event organizer must notify all affected community members, including residents, businesses, schools and places of worship, about their event, associated road closures, and other impacts.

Any establishment that will be blocked, detoured, or heavily inconvenienced must be notified. Neighborhood Partnerships and Home Owner Associations must also be notified, when applicable.

### Each notification must include the following information:

- Name of Event
- Sponsoring Organization(s)
- Date and timeframe of event
- Description of road closures (locations and times)
- Description of event and information about the noise impacts, such as music or fireworks, and their timeframe.
- Name, email address, and phone number of event organizer
- Website associated with event

An explanation of your notification plan, including postcard or flyer templates when applicable, must be submitted to the City of Aurora Special Events Office for approval at least 6 weeks prior to your event date.

## APPROVED NOTIFICATION METHODS

### Mailed Postcards

Event Organizers may mail standardized, detailing event information to all affected community members. Please check with USPS for detailed postcard specifications.

### Individualized Notifications

Event organizers may individually contact affected community members in person, over the phone or via email and submit their tracked interactions to the City of Aurora Special Events Division using the Established Notification Form, provided on pages A4 & A5.

### Apartment or Business Complex Notifications

Event Organizers may coordinate with property managers to alert all tenants of a large complex via the preferred communication method of the complex. Proof of this alternate form of notification must be submitted to the City of Aurora Special Events Office.

Event organizers may utilize a combination of the above methods of notification, or may submit a suggested alternate notification plan to the City of Aurora Special Events Office in advance, which may be approved, modified or denied. This covers our minimum requirements. We encourage, for the benefit of both the event organizer and Aurora community members, that organizers use additional notification means such as social and broadcast media, local calendars, newspapers, etc.

### **Postcard Instructions**

The City of Aurora requires event organizers for General Events, Road Races and Parades to notify residents of the communities affected by road closures via postcards through the United States Postal Service (USPS). This requirement was developed with a goal of creating a city-wide event notification pattern that is consistent, highly visible, and recognizable to the public. The recipients of the postcard include any residents living along the event route/footprint as well as any residences that will be blocked or heavily inconvenienced by the road closures or noise impacts associated with the event.

### **The following are the required specifications:**

- Size: Postcard must be 5.5 x 8.5 minimum
- Paper: Print your postcards with black ink on bright yellow paper.
- Type of mail: First Class is recommended to ensure quick delivery, but any service is permissible, provided all residences receive the postcard at least 15 days prior to the event date. This will require advance planning – please coordinate with local USPS or a local mailing facility.

### **All postcards must contain:**

- A header that reads “Official Notice: Special Event Road Closure”
- Name of Event
- Name of sponsoring organization, if applicable
- Date and timeframe of event
- Description of associated road closure and the timeframe of road closures, if different than timeframe of event
- Description of event and information about the noise impacts of event, such as music or fireworks, and their timeframe
- Name and contact information of event organizer (including a phone number and email address)
- Website associated with event, if applicable
- The following statement must also be included on all postcards in a minimum of 8 pt. font: “Information regarding this event and other special event street closures can be found at the City’s website – [www.aurora-il.org](http://www.aurora-il.org).”

### **Tips:**

- To avoid getting returned postcards, address each postcard to the appropriate person and include “or current resident”
- The City recommends that a sample of the printed piece be verified as “mailable” by the USPS before you print the full amount required for mailing, as the USPS changes requirements often.
- The city recommends that you get a receipt of your mailing from the USPS as proof of completion. If you use a mailing service, they can provide this to you after dropping the mailing at the USPS.

# Establishment Notification Form

The City of Aurora Special Events Office requires that event organizers notify all impacted businesses, places of worship and places of learning at least two (2) weeks prior to their event date. Organizers must submit a record of this notification to the City of Aurora Special Events Office (see our notification policies for details).

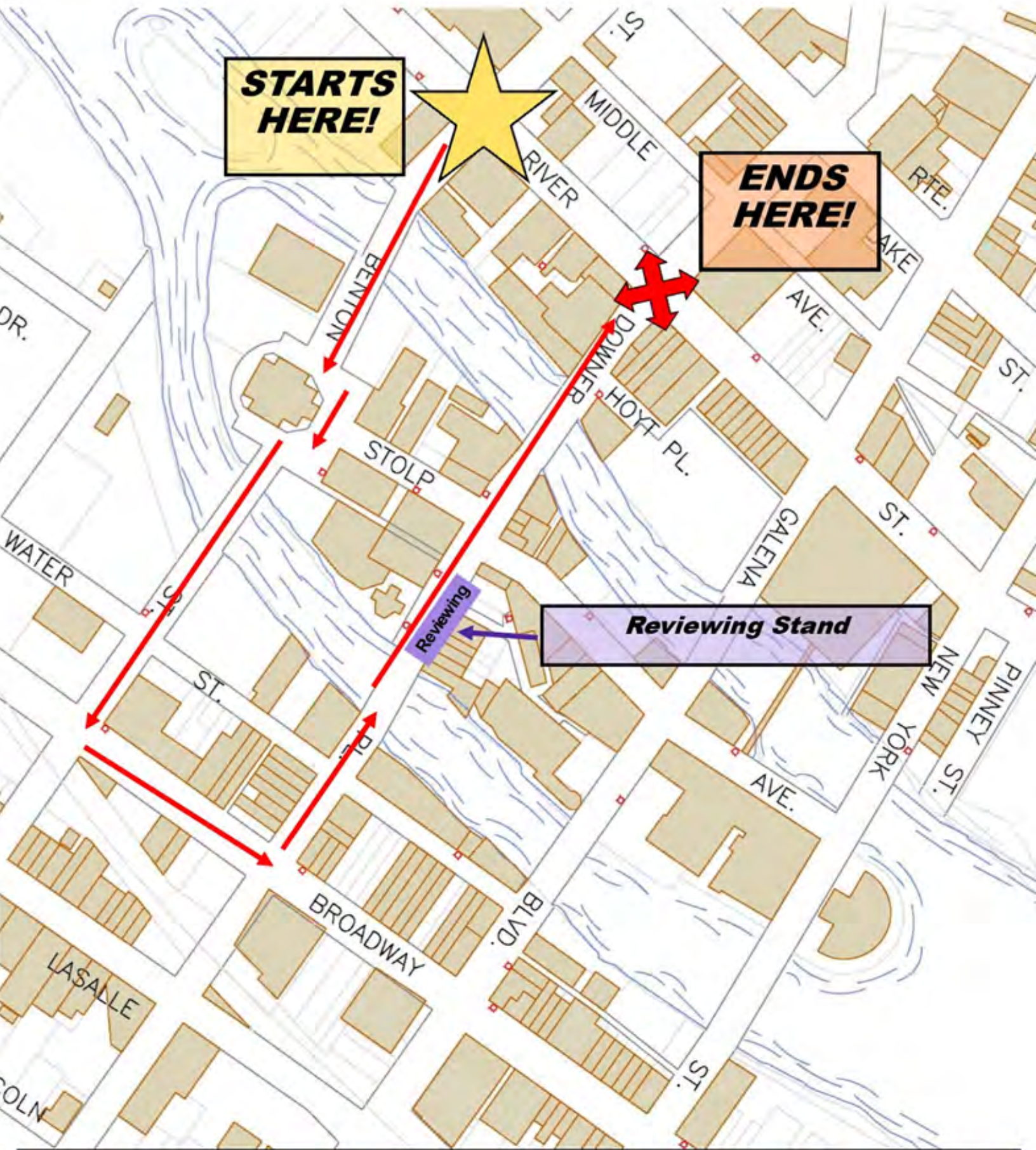
We are providing this form to assist organizers in recording this information. Acceptable methods of communication include in-person conversations, phone calls, and email exchanges. Organizers must notify a manager or owner of the establishment. Please cover all of the following information during your exchange so you will accurately represent the impact of your event:

1. Name of Event
2. Name of sponsoring organization(s), if applicable
3. Date and timeframe of event
4. Description of associated road closures and the timeframe of road closures, if different than timeframe of event
5. Description of event and information about the noise impacts, such as music or fireworks, and their timeframe.
6. Name, email address, and phone number of Event Organizer
7. Website associated with event, if applicable

| Establishment Name | Contact Name | Date & Method of Conversation |
|--------------------|--------------|-------------------------------|
|                    |              |                               |
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|                    |              |                               |
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| Establishment Name | Contact Name | Date & Method of Conversation |
|--------------------|--------------|-------------------------------|
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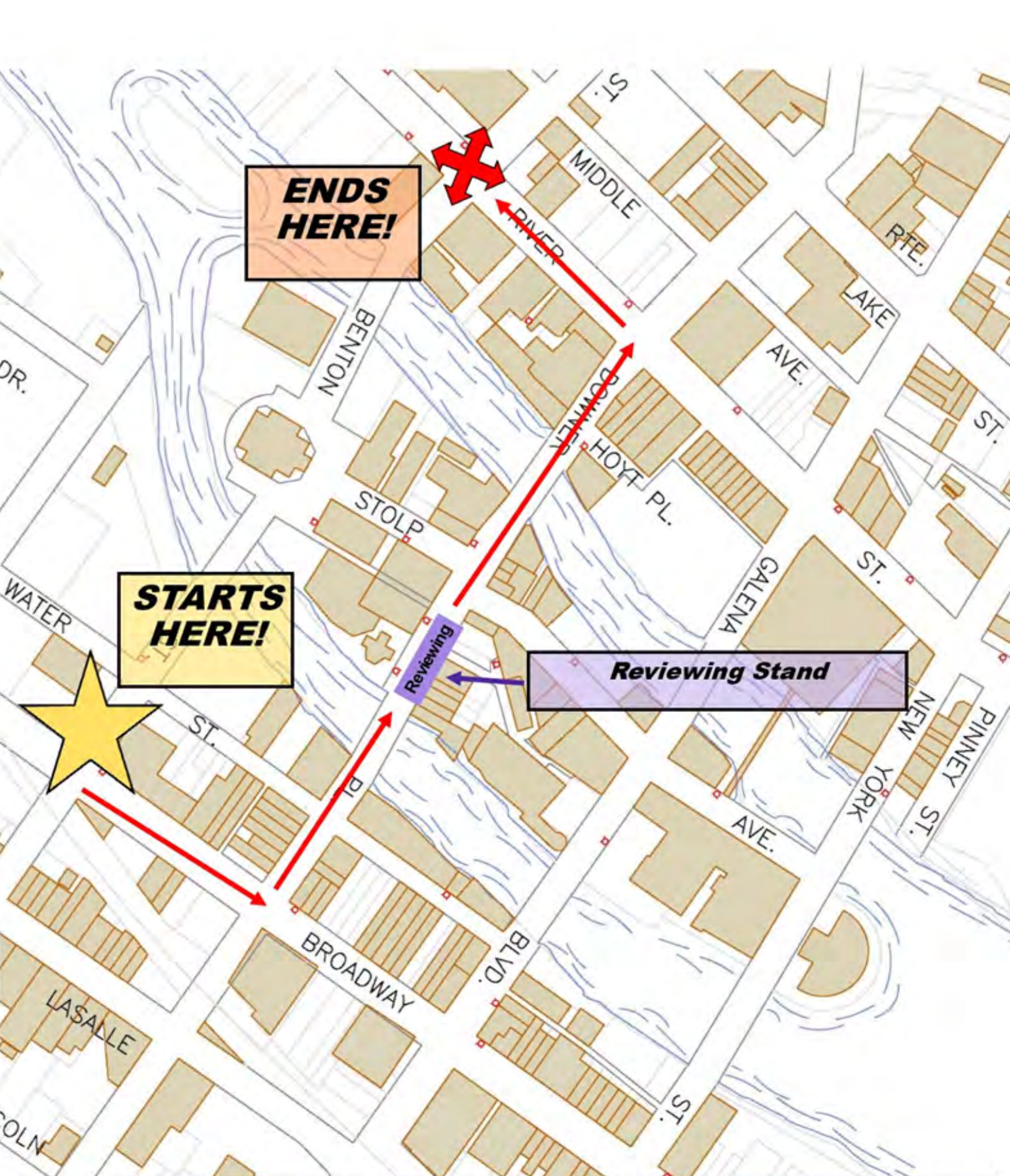


**STARTS  
HERE!**

**ENDS  
HERE!**

**Reviewing Stand**

**City of Aurora Parades—Route A**



**ENDS  
HERE!**

**STARTS  
HERE!**

**Reviewing Stand**

**Reviewing**

**City of Aurora Parades-Route B**

# Emergency Action Plan Guidelines

The City of Aurora requires all special events to submit an Emergency Action Plan (EAP). The purpose of this EAP is to outline the plan for crisis management at your event and to communicate this plan to City officials. City personnel will review each plan and make recommendations as needed.

These guidelines were created to help event organizers understand what information should be considered when creating an EAP for a special event.

## General Considerations

***When creating an EAP, please address all of the following considerations:***

- Who will serve as the EAP representative and point-of-contact at your event?
- Will there be on-site medical care? If yes, provide details and contact information.
- Will there be on-site security? If yes, provide details and contact information.
- How will you broadcast emergency information to your vendors and event attendees, both before and during your event?
- How do you plan to evacuate people from your event footprint in the case of an emergency? Where are the emergency exits?
- How do you plan to ensure emergency vehicle access to this event?
- How are you planning to monitor weather conditions and what will be your protocol for a weather-related event cancelation?
- Will there be any special hazards present? Include a list of all relevant safety equipment that will be present at your event.
- As needed, provide additional contact information and special roles for anyone involved with emergency management at your event, such as crowd managers, additional event managers, security supervisors, etc.

### **Please Note:**

*If using this template please call the Special Events Office and we will email it to you as a Word document.*

## SPECIAL EVENT EMERGENCY ACTION PLAN (EAP)

### I. GENERAL

The "EVENT NAME "will be held MONTH DAY, YEAR at GENERAL LOCATION/ADDRESS/FACILITY TITLE.

### II. PURPOSE PROCESS

- A. This emergency action plan predetermines actions to take before and during the "EVENT NAME" (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

### III. ASSUMPTIONS

- A. The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

### IV. BASIC PLAN

#### A. EAP Event Representative

- 1. The EAP event representative will be identified as the point of contact for all communications regarding the event.
  - a. PRIMARY CONTACT: FIRST/LAST NAME
  - b. TELEPHONE NUMBER:

#### B. Emergency Notification

- 1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator:
  - a. Location of the emergency
  - b. Nature of the emergency
  - c. Contact person with callback number

#### C. Severe Weather

- 1. Weather Forecasts and current conditions will be monitored through XXXXXXXXXXXX Office website at [Give website](#)
- 2. Before the event – If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such and will be responsible for monitoring the weather conditions before and during the event.

3. During the event – If severe weather occurs during the event, the EAP event representative or his/her designee will notify those attending the event that a hazardous weather condition exists and direct them to shelter.
4. There are very limited provisions for sheltering participants in the events of severe weather.
5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.
  - a. **In the event of severe weather, the Special Events Manager or his/her designee has the authority, above and beyond the EAP event representative, to delay and/or cancel an event.**

#### D. Fire

1. No specific hazard has been identified as an increased risk of fire at this event, or there is an increased risk of fire due to \_\_\_\_\_.
  - a. In certain high-risk cases, on-site Fire Department personnel may be required. This judgment will be made by City staff.
2. All staff will be instructed on the safe use of Portable Fire Extinguishers.
3. The use of open flame for grilling is permitted under the Fire Code when the following conditions are met:
  - a. Must have a valid fire extinguisher, 2A10BC or class K.
  - b. Each space is allowed 1 LP tank per cooking device and only one spare LP tank regardless of the number of coking devices. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.).
4. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator:
  - a. Location of the emergency
  - b. Nature of the emergency
  - c. Contact person with callback number

#### E. Medical Emergencies

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat-related as well as traumatic injuries.
2. The limited provisions for on-site Emergency Medical Services at this event include:
  - a. (DELETE SECTION OR ENTER TEXT )
3. Should an incident occur that requires Emergency Medical Services, the on-site EMS officer will be contacted to request this resource. If there is no on-site EMS officer, the EAP event representative will contact 911 to request this resource. The caller should have the following information available to the on-site EMS officer or 911:
  - a. Location of the emergency
  - b. Nature of the emergency
  - c. Contact person with callback number

#### F. Law Enforcement

1. Should an incident occur that requires Law Enforcement, the on-site APD officer will be contacted to request this resource. If there is no on-site APD officer, the EAP event representative will contact 911 to request this resource. The caller should have the following information available to the on-site APD officer or 911:

- a. Location of the emergency
- b. Nature of the emergency
- c. Contact person with callback number

**G. Emergency Vehicle Access**

- 1. Access for emergency vehicles will be maintained at all times.
- 2. Fire lanes and fire hydrants will not be obstructed.
- 3. Participants and spectators will be directed to park in approved areas and not obstruct protective features, sidewalks, or public thoroughways.
- 4. Crowd control will be managed by STAFF/PRIVATE SECURITY
  - a. (ENTER NAMES OF ALL CERTIFIED CROWD MANAGERS, PHONE NUMBERS, AND SPECIFIC HOURS THEY WILL BE WORKING THE EVENT)
- 5. Parking for vendor and staff vehicles will be (ENTER LOCATION)
- 6. Parking for attendee vehicles will be (ENTER LOCATION)

**V. Contact Information**

|                            |                           |            |
|----------------------------|---------------------------|------------|
| Event Organizer            | First/Last Name           | Cell Phone |
| EAP Event Representative   | First/Last Name           | Cell Phone |
| Crowd Manager              | First/Last Name           | Cell Phone |
| Emergency Medical Services | On-site Supervisor's Name | Cell Phone |

**VI. Event Area Map (attached next page)**

# Filming Code of Conduct

1. When filming in a neighborhood or business district, proper notification is to be provided to each neighbor or merchant who is directly affected by the film company (including parking, base camps and meal areas). The filming notice should include name of company, name of production, kind of production (i.e. feature film, TV pilot, commercial, etc.), type of activity and duration of project (times, dates and number of days) and company contact.
2. Production vehicles arriving on location in or near residential neighborhood should enter the area at a time no earlier than stipulated in the permit and park one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas.
3. When a production pass identifying the employee is issued, every member of the crew shall wear it while at the location.
4. The removal, moving or towing of the public's vehicles is prohibited without the express permission of the City or owner of the vehicle.
5. Do not park production vehicles in, or block driveways without the express permission of the City or driveway owner.
6. Case and crew meals shall be confined to the area designated in location agreement or permit. Individuals shall eat within their designated meal area during scheduled crew meals. All Trash must be disposed of properly upon completion of the meal.
7. Removal, trimming and/or cutting of vegetation or trees is prohibited unless approved by the City or property owner.
8. Coffee cups, soda cans, napkins and plates used in the course of the working day shall be disposed of in proper receptacles.
9. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit. All signs posted to direct company to a particular film location shall also be removed.
10. The company shall keep noise levels as low as possible. The City's Noise Ordinance must be followed.
11. Do not trespass onto other neighbors or merchants property. Film crews are expected to remain within the boundaries of the property that has been permitted for filming.
12. The company should ensure that all catering, crafts service, construction, strike and personal trash are removed from the location of filming.
13. Designated smoking areas should be observed and cigarettes always extinguished in proper receptacles.
14. Cast and crew will refrain from use of lewd or improper language within earshot of general public.
15. The company will comply at all times with the provisions of the filming permit.



# Insurance Requirements & Limits

Events using public property (excluding neighborhood block parties) are required to secure an insurance policy for the event that includes the City of Aurora as additional insured with limits determined by the City’s Risk Management Division. The event organizer(s) (primary and/or secondary) shall purchase and maintain this insurance, providing coverage for the event with an insurance company authorized to do business in the State of Illinois.

All general liability certificates must list the City of Aurora as an additional insured. If the event includes alcohol, liquor liability coverage is also required. All policies must protect the City of Aurora, its officers, officials, employees and agents from any and all claims for damages to property and/or bodily injury which may result from or in connection with any of the operations carried on by the special event. The City’s Risk Management Division must receive a copy of all certificates of insurance for all coverages before a permit will be issued.

Third Party Insurance: Event organizer(s) agrees to ensure all safety sensitive contractors providing goods or services for the event and also maintain appropriate insurance coverage and limits. Examples of such contractors include but are not limited to inflatable companies, providers of amusements, rides and mobile attractions, operators of unique participatory experiences, equipment contractors and vendors of all food and beverage items.

## Commercial General Liability

|                              |             |                                    |             |
|------------------------------|-------------|------------------------------------|-------------|
| Per Occurrence .....         | \$1,000,000 | Personal & Advertising Injury..... | \$1,000,000 |
| Products/Completed Ops. .... | \$1,000,000 | General Aggregate .....            | \$2,000,000 |

## Liquor Liability (when applicable)

Minimum limits for this coverage shall be \$1,000,000.

## Commercial Automobile Liability (when applicable)

Combined Single Limit of \$1,000,000 per accident. Coverage shall include liability for Owned, Non-Owned and Hired automobiles.

## Additional Insured Status

The Event Organizer(s) agrees to list the City of Aurora as additional insured for Commercial General Liability and Commercial Automobile Liability (when applicable). Certificate of Insurance should be specifically worded: The City of Aurora, its officers, employees and agents are listed as an additional insured.

## **Certificate of Insurance**

The Event Organizer(s) agrees to provide the City of Aurora a Certificate of Insurance showing that all coverages, limits and endorsements required herein are maintained and in full force and effect.

### **Certificate Holder:**

***The Certificate Holder address should read as follows:***

City of Aurora

44 East Downer Place

Aurora, Illinois 60505

# Indemnification Clause

To the fullest extent permitted by law, the Event Organizer(s) shall indemnify, defend and hold harmless the City and each of the City's officers, officials, employees, agents and independent contractors (excluding the Event Organizer) from and against any and all losses, damages, costs, expenses (including attorneys' fees), obligations, duties, fines, penalties, royalties, interest charges and other liabilities (including settlement amounts) paid or incurred by any of them as a result of any claims, demands, lawsuits, actions, or proceedings: (i) arising from the Event Organizer's failure to perform its obligations under this Contract; (ii) arising from any act of negligence or willful misconduct by the Event Organizer(s) or any of its agents, employees or subcontractors relating to this Contract, including but not limited to any liability caused by an accident or other occurrence resulting in bodily injury, death, sickness or disease to any person(s) or damage or destruction to any property, real or personal, tangible or intangible; (iii) arising from the Event Organizer(s) violation of any law (including, without limitation, immigration laws); (iv) seeking payment for labor or materials purchased or supplied by the Contractor or its subcontractors in connection with this Contract; (v) any claim that the Event Organizer(s) or an employee or subcontractor of the Event Organizer(s) is an employee of the City, including but not limited to claims relating to worker's compensation, failure to withhold taxes and the like; or (vi) alleging violation, misappropriation or infringement of any copyright, trademark, patent, trade secret or other proprietary rights with respect to the Work or any products or deliverables provided to the City pursuant to this Contract ("Infringement Claims").

If an Infringement Claim occurs, the Event Organizer(s) shall either: (i) procure for the City the right to continue using the affected product or service; or (ii) repair or replace the infringing product or service so that it becomes non-infringing, provided that the performance of the overall product(s) and service(s) provided to the City shall not be adversely affected by such replacement or modification. If the Contractor is unable to comply with the preceding sentence within thirty (30) days after the City is directed to cease use of a product or service, the Contractor shall promptly refund to the City all amounts paid under this Contract.

# Guidelines for Insurance Providers

*Captions below correspond to specific sections of the COI*

**Producer:** This information will be the contact information for the insurance broker or carrier. Please ensure the contact name and phone number is included in case contact is needed to clarify or ask questions concerning the COI.

**Insured:** This information will be the name and contact information of the named insured on the insurance policies. This should be the exact name of the organization the City of Aurora is entering into a contract with and should match the name of the organization requesting the Special Events Permit.

**Insurer(s) Affording Coverage:** This section will list the names of the insurance companies providing insurance coverage to the insured. The NAIC # is a number assigned to each individual underwriting company by the National Association of Insurance Commissioners.

**Coverages:** All COIs should have the minimum insurance requirements for each line of insurance per the corresponding City of Aurora contract template that applies. Make sure that all sub-sections in this section are completed.

- Insured Letter Policy
- Type of Insurance
- Additional Insured
- Policy Number
- Effective Date
- Policy Expiration Date
- Limits

*Please note that the policy coverage period should cover the time period of the event. Be sure to obtain an updated COI for the period and duration of the event.*

## **Description of Operations/Locations/Vehicles**

- A description of the event should be listed in the description of operations for identification purposes.
- The City of Aurora should be listed as an additional insured for General Liability and Automobile Liability.

## **Certificate Holder:**

***The Certificate Holder address should read as follows:***

City of Aurora  
44 East Downer Place



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/24/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|             |                                    |                |
|-------------|------------------------------------|----------------|
| PRODUCER    | CONTACT NAME:                      |                |
|             | PHONE (A/C, No, Ext):              | FAX (A/C, No): |
| INSURED     | E-MAIL ADDRESS:                    |                |
|             | INSURER(S) AFFORDING COVERAGE      |                |
|             | INSURER A :AM Best A Rated Carrier |                |
|             | INSURER B :                        |                |
|             | INSURER C :                        |                |
|             | INSURER D :                        |                |
| INSURER E : |                                    |                |
| INSURER F : |                                    |                |

Named Insured

COVERAGES      CERTIFICATE NUMBER: 899529856      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE  | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|--|
| A        | <b>GENERAL LIABILITY</b><br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC | Y         | Y        | ABC123        | 1/1/2014                | 1/1/2015                | EACH OCCURRENCE \$1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000<br>MED EXP (Any one person) \$10,000<br>PERSONAL & ADV INJURY \$1,000,000<br>GENERAL AGGREGATE \$2,000,000<br>PRODUCTS - COM/OP AGG \$2,000,000<br>\$ |
| A        | <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS  | Y         | Y        | ABC123        | 1/1/2014                | 1/1/2015                | COMBINED SINGLE LIMIT (Ea accident) \$1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$   |
| A        | <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED   RETENTION \$   |           |          | ABC123        | 1/1/2014                | 1/1/2015                | EACH OCCURRENCE \$1,000,000<br>AGGREGATE \$1,000,000<br>\$   |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/><br>If yes, describe under DESCRIPTION OF OPERATIONS below   |           | Y/N      | ABC123        | 1/1/2014                | 1/1/2015                | <input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER<br>E.L EACH ACCIDENT \$1,000,000<br>E.L DISEASE - EA EMPLOYEE \$1,000,000<br>E.L DISEASE - POLICY LIMIT \$1,000,000                              |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

(Date, time and location of event being held )

City of Aurora is additional insured on a primary and non-contributory basis with respect to General Liability and Auto Liability when required by written contract or agreement.

Waiver of Subrogation applies in favor of the additional insured with respect to General Liability, Auto Liability and Workers Compensation when required by written contract or agreement.

|   |   |
|---|---|
| <b>CERTIFICATE HOLDER</b><br><br>City of Aurora<br>44 E. Downer Place<br>Aurora IL 60507-2067 | <b>CANCELLATION</b><br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|   | AUTHORIZED REPRESENTATIVE   |

# Letter Of Intent



LOGO

Attention: City of Aurora Special Events

It is the intention of [Name of organization] to hold [name of event] in the year of [year]. We request the Special Events Office to reserve [event location] on [event date]. We understand that this letter does not serve as a replacement for an official application which we will submit in a timely manner. We understand that the failure to submit a completed application negates any and all reservation of aforementioned location on said date.

Sincerely,

(Name)

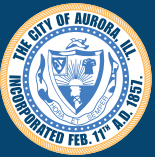
(Organization)

(Contact Information)

*Please note that in your letter of intent, you may reserve the same day of the same week of the following calendar year (e.g. the second Saturday in February) or the same exact date of the following calendar year (e.g. February 14th).*

| Event Evaluation Form  |                      |               |
|--|----------------------|---------------|
| Event Name:  |                      |               |
| Category:  | Comments or Concerns | Score:        |
| <b>Pre-Event (40 points)</b> <ul style="list-style-type: none"> <li>• Application submitted on time</li> <li>• All City requirements met at least 2 weeks prior to event (<i>documents, permits, insurance</i>)</li> <li>• Notification Plan completed in accordance with the policy Event organizer readily available</li> <li>• All deadlines met for other City departments (<i>APD, AFD, etc.</i>)</li> <li>• Compliance with all Special Event Policies and other applicable City, County and State policies.</li> <li>• All payments received on time</li> </ul> |                      |               |
| <b>Set Up and Event (40 points)</b> <ul style="list-style-type: none"> <li>• Proper number of security on site</li> <li>• Recommended number of portable toilets in place</li> <li>• Required barricades and cones in place and removed in a timely manner</li> <li>• Compliance with all policies set forth in the permit process</li> <li>• Event organizer available to staff if necessary</li> </ul>   |                      |               |
| <b>Post Event (20 points)</b> <ul style="list-style-type: none"> <li>• Footprint and surrounding areas cleaned</li> <li>• All trash removed and trash receptacles emptied</li> <li>• All signs removed from the footprint</li> <li>• Invoices paid in a timely manner</li> <li>• Overall impact of the event</li> </ul>  |                      |               |
| <b>Not all subcategories will apply to every event.</b>  |                      | <b>TOTAL:</b> |

*This is an example form. The official evaluation is subject to change.*



City of Aurora  
Special Events Division  
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