

Community Relations and Public Information Special Events

44 East Downer Place • Aurora, Illinois 60505
(630) 256-3370 • FAX (630) 256-3397 • www.aurora-il.org



Millennium Plaza Application 21 South Stolp Avenue

Day/Date Requested _____

Hours Requested _____

Applicant/Group/Organization _____

Contact Person _____

Address _____

Contact Information _____
Daytime Evening email

Description of event _____

Approximate Number of People Expected to Attend _____

Activities Planned: Food _____

Entertainment/Activity (specify type) _____

Equipment to be brought in _____

Services Requested: Electrical Service (specify amps) _____
(220 not available)

Trash Receptacles (quantity) _____
(Cardboard-\$7.00 each)

Any additional information we may need _____

Return completed application and reservation/clean up security deposit to: Special Events, 44 E. Downer Place, Aurora, IL. 60505. For questions contact Special Events at 630-256-3370 or events@aurora-il.org.

Permit # _____ Approved by _____ Date _____

Application will be cancelled after ten (10) days if not completed and returned.
All applications are subject to approval.

Millennium Plaza Regulations

ALL USERS OF MILLENNIUM PLAZA AND / OR THE GAZEBO THEREIN, WHICH IS PROPERTY OF THE CITY OF AURORA, SHALL BE GOVERNED BY THE FOLLOWING REGULATIONS AND SHALL BE HELD RESPONSIBLE FOR VIOLATIONS OF SUCH. VIOLATIONS OF THESE REGULATIONS WILL BE TAKEN INTO CONSIDERATION IN DETERMINING FUTURE AVAILABILITY OF FACILITIES TO THE SAME INDIVIDUAL/ GROUP/ ORGANIZATION.

1. City of Aurora sponsored activities have precedence.
2. All dates for any year become available on January 1st of that year.
3. **A reservation / clean up deposit check in the amount of \$150.00; made payable to the City of Aurora, must be submitted with the completed application.** The check will be returned if the area is properly cleaned up after the event.
4. No parking of vehicles in areas other than designated for parking. Attendees must obey all traffic regulations. All issues related to parking are to be directed to the Division of Motor Vehicle Parking Services at (630) 256-3670.
5. Person(s) shall operate only within the confines of Millennium Plaza.
6. No alcoholic beverages in Millennium Plaza at any time.
7. No amplified music that carries beyond twenty (20) feet of the confines of the gazebo.
8. The area around the gazebo and the entire Millennium Plaza is 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.
9. Charcoal and wood grills are allowed, although applicant will be held responsible for removal of ashes. There is to be a ten foot clearance between the grill and any combustibles. No solid waste of any kind is to be disposed of on site, in the Fox River or into grates in the pavement. Water may be disposed of in the street along the curb.
10. The person(s) signing the application request for the use of the Plaza and /or Gazebo shall be responsible for enforcement of these regulations.
11. Damage to Millennium Plaza or any of the contents or fixtures therein will be charged to the Permit Holder.
12. The City shall charge a reasonable fee for use of said facility to reimburse the City for charges which, in the sole discretion of the staff of the Special Events Office, will be incurred by the City to set up, take down, clean up and/or make any special arrangements for the use of the facility. Any assessed charges or required deposits must be paid in full not less than 5 working days prior to the date of use, and if not so paid, the permit may be revoked or not issued.

I have read the above and understand the Regulations as set forth herein. I agree to abide by said Regulations and understand that any violation of these Regulations by myself or anyone associated with the planned use of the Plaza, could cause expulsion from Millennium Plaza and /or loss of all fees.

Signature

Date

Millennium Plaza Application Addendum

LIABILITY WAIVER: The applicant agrees for itself and or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Aurora, its agents, public officers, officials or employees and authorized volunteers from said applicant, except for acts caused by the willful and wanton misconduct by employees of the City of Aurora acting within the scope of their employment.

HOLD HARMLESS: The applicant agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to indemnify and hold harmless the City of Aurora, Illinois, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses or expenses arising out of the permitted activity or any activity associated with the conduct of the applicant's operations, including but not limited to claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Aurora acting within the scope of their employment. Further, the applicant agrees to indemnify the City of Aurora and any of its agents, public officers, officials or employees and authorized volunteers for any attorney's fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the applicant's use of public property as set forth in this application.

I have read and understand the above liability waiver and hold harmless.

Signature

Date