



## **SPECIAL EVENT APPLICATION FESTIVAL & EVENT PERMIT**

All Special Event Organizers requesting municipal approvals, services, assistance and/or other support from the City of Aurora for a special event must provide the following information. Submittal of application does not constitute approval. **Events requiring public safety resources may be limited to one permit per year.**

ORGANIZATION: \_\_\_\_\_ DATE: \_\_\_\_\_

STATUS (check one): Unincorporated \_\_\_\_\_ 501(c) 3 \_\_\_\_\_ Individual \_\_\_\_\_ Other \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

POSITION WITHIN THE ORGANIZATION: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_  
DAYTIME CELL

EMAIL ADDRESS: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

TYPE OF EVENT (check one): Festival/Fair \_\_\_\_\_ Car Show \_\_\_\_\_  
Other (specify) \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

EVENT HOURS: \_\_\_\_\_ SET-UP HOURS: \_\_\_\_\_ BREAKDOWN: \_\_\_\_\_

EVENT SITE: (attach site map if necessary) \_\_\_\_\_

PROJECTED ATTENDANCE: \_\_\_\_\_ PAST ATTENDANCE: \_\_\_\_\_

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: \_\_\_\_\_

RAIN POLICY: \_\_\_\_\_

NUMBER OF YEARS THE EVENT HAS BEEN HELD: \_\_\_\_\_

**THIS APPLICATION, AND ANY OTHER APPLICABLE DOCUMENTS AS OUTLINED HEREIN, MUST BE REMITTED TO SPECIAL EVENTS NO LATER THAN **NINETY (90) DAYS PRIOR TO THE OPENING DAY OF THE EVENT.**** A detailed site plan may be required. Late or incomplete applications may be denied. Mail application to **Special Events, City of Aurora, 44 East Downer Place, Aurora, IL. 60505** or email to [events@aurora-il.org](mailto:events@aurora-il.org). *The contact will be notified to confirm receipt of application.* A copy of the application will then be forwarded to the appropriate committees for consideration of approval.

**HOLD HARMLESS CLAUSE:** The special events organizer hereby agrees 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, expenses arising out of the permitted event/activity or any activity associated with the conduct of the organizer's operation of the event, 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 event organizer 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 organizer's use of public property or operation of the event as set forth in the application for special permit.

**INSURANCE REQUIREMENTS:** Proof of insurance is required of all Special Event organizers prior to the event. The attached list of insurance requirements should be reviewed immediately with your insurance agent to comply. Please provide document along with your completed application **14 days prior to event** to Special Events, City of Aurora, 44 East Downer Place, Aurora, IL. 60505 or email to [events@aurora-il.org](mailto:events@aurora-il.org). Coverage shall be from reputable insurance companies in amounts acceptable to the City of Aurora. *Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.*

**PERMITTED USE OF PUBLIC PROPERTY:** Whereas the Special Event Organizer agrees to use the public property at \_\_\_\_\_ in Aurora, Illinois, known as \_\_\_\_\_, for staging of \_\_\_\_\_, the City of Aurora does hereby agree to permit for use, these premises for the date(s) of \_\_\_\_\_ through \_\_\_\_\_, 2016. Organizer does hereby agree to conduct only that business/activity which is described in the Special Event Permit Application, and agrees to all municipal requirements. Organizer further agrees that within thirty (30) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen portions of the subject property including, but not limited to landscaping, street or buildings and/or pavement.

**LIABILITY WAIVER:** The event organizer 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 organized event or activity, except for acts caused by the willful and wanton misconduct by employees of the City of Aurora acting within the scope of their employment.

**AUTHORIZED SIGNATURES:** I hereby attest that I am authorized to bind the organization and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulations outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a Special Event in the City of Aurora, as outlined herein. ***I/we understand that our lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed Special Event.***

*Permit applied for and all terms and stipulations agreed to by:*

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signatory Title (if applicable)

\_\_\_\_\_  
Date



## SPECIAL EVENT WORKSHEET FOR FESTIVALS & EVENTS

EVENT NAME: \_\_\_\_\_

**SAFETY PROCEDURES:** *Events may require Aurora Police Department participation to assure public safety. The number of police personnel will be determined by APD.*

1) Will you be providing private on-site security? YES \_\_\_\_\_ NO \_\_\_\_\_

Security Company name: \_\_\_\_\_

Security Company contact \_\_\_\_\_ Cell: \_\_\_\_\_

Where will security be needed? \_\_\_\_\_

Time security will be needed: \_\_\_\_\_

Will Aurora Police Department officers be requested? YES \_\_\_\_\_ NO \_\_\_\_\_

*If requesting APD officers contact "Off Duty Extra Jobs" at (630) 256-5708 for scheduling and fees.*

2) What are your plans for medical assistance? \_\_\_\_\_

*If requesting Aurora Fire Department assistance, contact them at (630) 256-4000 for scheduling and fees.*

3) Will there be fireworks at your event? YES \_\_\_\_\_ NO \_\_\_\_\_

Fireworks Company and contact name: \_\_\_\_\_

Name and phone of person responsible for clean-up after fireworks:

\_\_\_\_\_  
*Contact the Aurora Fire Prevention Bureau at (630) 256-4130 for approval, permitting and consultation. Contact must be at least 30 days before the event.*

4) Is this event open to the public? YES \_\_\_\_\_ NO \_\_\_\_\_

*Contact the Aurora Fire Prevention Bureau at 630-256-4130 for an Operational Permit application.*

5) Will you be using or renting tents for your event larger than 10x10? YES \_\_\_\_\_ NO \_\_\_\_\_

*Contact the Aurora Fire Prevention Bureau for approval and permit depending on the size and type of the tent(s).*

6) Are vendors using open-flame cooking equipment or deep fryers? YES\_\_\_ NO\_\_\_  
*Contact the Aurora Fire Prevention Bureau for a Food Vendor Permit Application.*

**SET UP / CLEAN UP:**

1) Set-up contact: \_\_\_\_\_ Cell: \_\_\_\_\_

2) Set-up time: \_\_\_\_\_ Breakdown time: \_\_\_\_\_

3) Clean-up contact: \_\_\_\_\_ Cell: \_\_\_\_\_

**FEES AND PROCEEDS:**

1) Will admission be charged for this event? YES\_\_\_ NO\_\_\_

If yes, how much:      Adult \_\_\_\_\_ Seniors \_\_\_\_\_ Students \_\_\_\_\_  
   Children 5 & Under \_\_\_\_\_ Families \_\_\_\_\_

2) Please indicate vendor fees: Food: \_\_\_\_\_ Merchandise: \_\_\_\_\_

3) Will alcoholic beverages be sold? YES\_\_\_ NO\_\_\_

If yes, list beverages and pricing:

\_\_\_\_\_  
*City Clerk must be contacted at (630) 256-3070 regarding liquor permit, fees and proof of dram shop insurance at least 60 days prior to the event.*

4) What does the organizer intend to do with any revenue over and above the expenditures? \_\_\_\_\_

*Please provide a financial report for the previous year breaking out expenses, revenue by category and in-kind. (New events need to submit a proposed budget.)*

5) Previous year's revenue: \_\_\_\_\_

**ENTERTAINMENT AND PROMOTIONS:**

*A Music Festival Permit is required for live music with attendance of more than 350 people.*

1) List names of performers and entertainment groups:

*City Clerk must be contacted at (630) 256-3070 regarding Music Festival Permit and fee.*

\_\_\_\_\_  
\_\_\_\_\_

2) Describe other entertainment / activities planned for your event: \_\_\_\_\_

\_\_\_\_\_

3) How will your event be promoted? Television\_\_\_\_ Radio\_\_\_\_ Newspapers\_\_\_\_  
Posters\_\_\_\_ Flyers\_\_\_\_ Facebook\_\_\_\_ Twitter\_\_\_\_ Website\_\_\_\_  
Other\_\_\_\_\_

**PUBLIC PROPERTIES PROCEDURES:**

If you are requesting City services please complete the following:

To provide for pedestrian safety, barricades may be required.

1) Will you need barricades? YES\_\_\_\_\_ NO\_\_\_\_\_

Location of placement: \_\_\_\_\_

Amount needed: \_\_\_\_\_ Date barricades needed: \_\_\_\_\_

Time of placement: \_\_\_\_\_

Name of company providing barricades if other than the City:

\_\_\_\_\_  
*Contact the Street Department at 630-256-3680 for scheduling and fees.*

2) Will you need additional trash bins? YES\_\_\_\_\_ NO\_\_\_\_\_

If yes, number requested: Cardboard trash bins: \_\_\_\_\_ Liners: \_\_\_\_\_

*Bins are \$6.50 each and liners are \$0.30 each. Contact Sanitation at (630) 256-3772 for pick-up and payment.*

If a dumpster is being ordered, provide contact and phone number of company delivering dumpster:

\_\_\_\_\_  
Where will dumpster be placed? \_\_\_\_\_

When will dumpster be delivered? \_\_\_\_\_

When will dumpster be picked up? \_\_\_\_\_

3) A street sweeper may be needed to properly clean City property (street, parking lots, etc.) after the event.

Name of company providing street sweeper if other than the City:

\_\_\_\_\_  
*Contact the Street Department at 630-256-3680 for scheduling and fees.*

4) Will you have food vendors or animal units? YES\_\_\_\_\_ NO\_\_\_\_\_

If so, the Health Department requires potable water for events with live animals

**and/or food concessions.**

*Contact Animal Control at (630) 256-3630 for permits for pony rides, petting zoos or animal related exhibits.*

*Contact Aurora Fire Prevention Bureau at (630) 256-4130 for Assembly and Vendor Permits.*

*Contact the Water & Sewer Department at (630) 256-3710 to schedule a hydrant meter.*

**5) Will you require electrical service? YES \_\_\_\_\_ NO \_\_\_\_\_**

*The City of Aurora does not provide generators or have access to 220 V.*

**Generator contact:** \_\_\_\_\_

**Sound contact:** \_\_\_\_\_

*Contact the Electrical Department at 630-892-1415 for availability and fees.*

**6) Will parking considerations be needed? YES \_\_\_\_\_ NO \_\_\_\_\_**

**Type(s):** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

*Contact Motor Vehicle Parking Revenue & Collections at (630)256-3580 for info.*

**ANY ADDITIONAL INFORMATION YOU FEEL MAY BE NECESSARY TO INCLUDE:**

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## **INSURANCE REQUIREMENTS FOR SPECIAL EVENTS**

1. The City of Aurora requires submission of a Certificate of Insurance along with the Special Events Application prior to review by the City's Government Operations Committee.
2. The Certificate of Insurance must include the following **minimum** limits of insurance coverage required for special events on City property:
  - **\$1,000,000 coverage per occurrence**
  - **\$2,000,000 aggregate coverage for general liability**
3. The City of Aurora must be named on the Certificate of Insurance as **primary, non-contributory additional insured** under the general liability policy for the event.
4. The Certificate of Insurance must include the name of the special event, and the date, time and location of the event.
5. The City of Aurora reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.
6. No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.

*Any questions regarding insurance requirements should be directed to the City's Risk Manager, Alex Alexandrou at (630) 256-3430 and faxed to (630) 256-3439.*

## **2016 SPECIAL EVENT CITY SERVICES COST\***

<b>DEPARTMENT</b>	<b>REQUEST</b>	<b>FEE</b>	<b>REQUIREMENTS</b>
<b>Electrical</b>	Power at reviewing stand, vendors or misc.	TBD	Contact Electrical/220 V power not available
<b>Fire</b>	Paramedic (2)	\$ 103.84 hr. for 2	Minimum 3 hrs.
<b>Parking</b>	Parking Considerations	TBD	N/A
<b>Police</b>	Off-Duty Officer	\$40.00 hr.	Minimum 3 hrs.
	Overtime Officer	\$61.50 63.75 hr.	Minimum 3 hrs.
	Overtime Sergeant	\$78.00 hr.	Minimum 4 hrs.
<b>Sanitation</b>	Cardboard Containers	\$6.50 each	N/A
	Lids	\$1.00 each	
	Liners	\$0.30	
<b>Streets</b>	Street Sweeper Saturday	\$125.00 hr.	Minimum 3 hrs.
	Street Sweeper Sunday or holiday	\$175.00 hr.	Minimum 3 hrs.
<b>Water &amp; Sewer</b>	Water Hookup (required for vendors or animals)	\$1,600.00	<u>Refundable deposit</u> required for hydrant meter. You will be billed for the amount of water used.

*\*All fees subject to change without notice*

## ***ADDITIONAL PERMIT INFORMATION***

<b>DEPARTMENT</b>	<b>REQUEST</b>	<b>DESCRIPTION</b>	<b>REQUIREMENTS</b>
<b>City Clerk</b>	Liquor Permit	Temporary liquor license from the City of Aurora and State of Illinois	The State license takes at least 30 days and can only be submitted after the City license has been issued
<b>Fire Prevention</b>	Assembly/Operational Permit	Required for Carnival, Fair, Circus and Special Amusement	Application
<b>Fire Prevention</b>	Food Vendor Permit	Vendors using flame or open grill	Application
<b>City Clerk</b>	Carnival Permit	For the operation of carnivals	Application Requires Government Operation Action
<b>City Clerk</b>	Music Festival Permit	Any combination of shows or acts, that provide live musical entertainment, whether carried on, or engaged in, or conducted in any field, park or outdoor space	Application required for events of more than 350 people and required City Council action
<b>Special Events</b>	Millennium Plaza Permit	Use of Millennium Plaza for an organized event	Application required to reserve space
<b>Phillips Park</b>	Park Permit	Use of any City Park or the Phillips Park Pavilion	Application required to reserve space

Helpful Links:

- City Clerk/Music Festival Permit <https://www.aurora-il.org/cityclerk/index.php>
- City Clerk/Temp Liquor Permit [https://www.aurora-il.org/cityclerk/liquor\\_licensing.php](https://www.aurora-il.org/cityclerk/liquor_licensing.php)
- Fire Prevention/Fireworks <https://aurora-il.org/fireprevention/commercial/pyro/index.php>
- Fire Prevention/Assembly <https://aurora-il.org/fireprevention/commercial/operationalpermits.php>
- Special Events <https://www.aurora-il.org/events/permits.php>
- Phillips Park <https://www.aurora-il.org/parksandrecreation/pavilionrentals.php>

## ***SPECIAL EVENT CITY SERVICES CONTACT LIST***

<b>DEPARTMENT</b>	<b>SERVICE</b>	<b>CONTACT</b>	<b>PHONE</b>	<b>EMAIL</b>
<b>Animal Control</b>	Permit for pony rides and petting zoos	Rick Smith	630-256-3630	<a href="mailto:rsmith@aurora-il.org">rsmith@aurora-il.org</a>
<b>City Clerk</b>	Temporary Liquor Permit	City Clerk's Office	630-256-3070	<a href="mailto:cityclerk@aurora-il.org">cityclerk@aurora-il.org</a>
	Music Festival Permit			
	Carnival Permit			
<b>Electrical</b>	Electrical Service		630-892-1415	
<b>Fire</b>	Paramedics	Roseanne Hernandez	630-256-4000	<a href="mailto:rhernandez@aurora-il.org">rhernandez@aurora-il.org</a>
<b>Fire Prevention</b>	Fireworks Permit	Jon Spanu	630-256-4130	<a href="mailto:jspanu@aurora-il.org">jspanu@aurora-il.org</a>
	Operational Permit			
	Food Vendor Permit			
<b>Parking</b>	Parking Considerations	Joe Hopp	630-256-3650	<a href="mailto:jhopp@aurora-il.org">jhopp@aurora-il.org</a>
<b>Police</b>	Security	Lt. Mark Weeks	630-256-5112	<a href="mailto:weeksm@apd.aurora-il.org">weeksm@apd.aurora-il.org</a>
	Traffic Control	Sgt. Dan Woods	630-256-5332	<a href="mailto:woods@apd.aurora-il.org">woods@apd.aurora-il.org</a>
<b>Sanitation</b>	Cardboard Containers	Gio Santana	630-256-3772	<a href="mailto:gsantana@aurora-il.org">gsantana@aurora-il.org</a>
<b>Streets</b>	Barricades	Tim Forbes	630-256-3680	<a href="mailto:tforbes@aurora-il.org">tforbes@aurora-il.org</a>
	Street Sweeper			