



## **SPECIAL EVENT APPLICATION PARADE / PROCESSION 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: \_\_\_\_\_

PARADE NAME: \_\_\_\_\_

PROPOSED NUMBER OF UNITS: \_\_\_\_\_

PURPOSE OF PARADE: \_\_\_\_\_

PARADE DATE: \_\_\_\_\_

STEP-OFF TIME: \_\_\_\_\_ SET-UP HOURS: \_\_\_\_\_ CLEAN-UP: \_\_\_\_\_

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

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

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

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

**THIS APPLICATION, WITH A DETAILED SITE PLAN ATTACHED, 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.** 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 e-mail 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 PARADE / PROCESSION**

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

Failure to meet the requirements outlined below may result in denial or cancellation of the proposed special event.

### **SAFETY PROCEDURES:**

**1) Parades and processions require Aurora Police participation to assure public safety. The number of police personnel will be determined by APD.**

*Contact the Aurora Police Department Traffic Division at (630) 256-5330 to determine the necessary number of police personnel. Once you know the number of extra personnel needed 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.*

### **SET- UP / CLEAN-UP:**

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

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

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

**4) A street sweeper will be needed to properly clean city property (street, parking lots, etc.) immediately after the parade.**

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

**Company providing service, if other than the City:** \_\_\_\_\_

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

**FEES AND PROCEEDS:**

1) Indicate fees: Unit(s) \_\_\_\_\_ Other: \_\_\_\_\_

2) What does the organization 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.)*

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

**ENTERTAINMENT AND PROMOTIONS:**

*The line-up listing all units and organizations must be provided to Special Events at least ten (10) days prior to the parade date.*

1) Will there be a pre-parade program? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, who is providing the reviewing stand? \_\_\_\_\_

Sound provider contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_

2) Are animal units planned for your event: YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

*A hydrant hook-up will be required at the staging area, contact Water & Sewer (630) 256-3710 for scheduling and fees.*

3) How will your event be promoted? Television \_\_\_\_\_ Radio \_\_\_\_\_ Newspapers \_\_\_\_\_

Posters \_\_\_\_\_ Flyers \_\_\_\_\_ Facebook \_\_\_\_\_ Twitter \_\_\_\_\_ Website \_\_\_\_\_

Other \_\_\_\_\_

**PUBLIC PROPERTIES PROCEDURES**

To provide for pedestrian safety, barricades will be required.

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

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) Are you requesting for electrical service? YES \_\_\_\_\_ NO \_\_\_\_\_  
*Contact Electrical Department at 630-892-1415 for arrangements. Generators and 220V power not available.*

Will you be providing a generator for electricity? YES \_\_\_\_\_ NO \_\_\_\_\_

3) 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.*

4) Company providing portable toilets: \_\_\_\_\_

Date units delivered: \_\_\_\_\_ Date units removed: \_\_\_\_\_  
*Units will be needed at staging, along the parade route and at the reviewing stand.*

**ROUTE MAP LOCATED ON PAGE 10**

## **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 EVENTS 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 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	Pick-up
	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*

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://www.aurora-il.org/fireprevention/commercial/fireworks/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

DEPARTMENT	SERVICE	CONTACT	PHONE	EMAIL
Animal Control	Permit for pony rides and petting zoos	Rick Smith	630-256-3630	<a href="mailto:rsmith@aurora-il.org">rsmith@aurora-il.org</a>
City Clerk	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			
Electrical	Electrical Service		630-892-1415	
Fire	Paramedics	Roseanne Hernandez	630-256-4000	<a href="mailto:rhernandez@aurora-il.org">rhernandez@aurora-il.org</a>
Fire Prevention	Fireworks Permit	Jon Spanu	630-256-4130	<a href="mailto:jspanu@aurora-il.org">jspanu@aurora-il.org</a>
	Operational Permit			
	Food Vendor Permit			
Parking	Parking Considerations	Joe Hopp	630-256-3650	<a href="mailto:jhopp@aurora-il.org">jhopp@aurora-il.org</a>
Police	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>
Sanitation	Cardboard Containers	Gio Santana	630-256-3772	<a href="mailto:gsantana@aurora-il.org">gsantana@aurora-il.org</a>
Streets	Barricades	Tim Forbes	630-256-3680	<a href="mailto:tforbes@aurora-il.org">tforbes@aurora-il.org</a>
	Street Sweeper			

### ***CITY SERVICES COST SUMMARY WORKSHEET***

City Service	Cost
Electrical	
Fire/Ambulance	
Garbage	
Hydrant Tap	
Police	
Sweeper	
Total	

