



City of Aurora Walks & Runs Events on City Property Permit Application

Any organization requesting municipal approvals of services, assistance, or other support for a run/walk event, needs to completely fill out this application and provide a copy of the route(s) and all other information in full regarding the run/walk event, and attaching any other necessary documentation. Submittal of the application does not guarantee approval. Organizations are limited to one request per year. Applications submitted without all of the necessary information/ documentation will be returned. **This application needs to be submitted at least 90 days prior to the event.**

Section A. Event Organizer Information

1. Name of Sponsor Organization: _____ Date: _____

2. Status (x one): Not for Profit 501 (c) 3 School Private for Profit Other: _____

3. Organization Address: _____

4. Contact Name: _____ Email: _____

5. Business Phone: _____ Cell Phone: _____ Fax#: _____

Section B. Event Description

1. Name of Event: _____ Date of Event: _____

2. Describe Purpose of Event: _____

3. Event Set-Up Time Event Hold Time Event Breakdown Time
From: _____ To: _____ From: _____ To: _____ From: _____ To: _____

4. Event Type (x all that apply) Run Walk Other (describe): _____

5. Distance (x all that apply): 5K 10K Half Marathon Full Marathon Other: _____

6. Expected Participants # of Staff/Volunteers # of Past Years Held # of Participants Last Year
_____ _____ _____ _____

Section C. Event Logistics

1. Security Plan

The Aurora Police Department will review this application to determine the number of officers that may be required to provide traffic control and safety for this event.

Does the event have an additional security plan? Yes No

If yes, please specify the details: _____

2. Medical Assistance Plan

What is the event plan for providing medical assistance? _____

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Section C. Event Logistics (continued)

3. Street Closures

Will streets need to be closed? Yes No

If yes, please specify the details: _____

4. Barricades

Will you need barricades? Yes No Purpose: _____

Amount: _____ Day Needed Placed: _____ Time needed placed: _____

5. Parking

What is the event plan for parking? _____

6. Clean Up

Will you need cardboard trash bins? Yes No # Requesting: _____

If you will be using a dumpster, please provide the contact, phone number, and name of the company delivering the dumpster: _____

7. Electrical Service

Are you requesting electrical service? Yes No

What do you need? _____ Equipment utilized? _____

8. What is the event plan inclement weather? _____

Section D. Entertainment, Promotions, and Additional Information

A Music Festival Permit is required for live music with attendance over 350 people.
The City Clerk’s Office must be contacted regarding a Musical Festival Permit and fee.

1. List names of performers and entertainment groups: _____

2. Describe other entertainment/activities planned for your event: _____

3. How will your event be promoted? TV ___ Radio ___ Newspapers ___ Posters ___ Flyers ___
Facebook ___ Twitter ___ Website ___ Additional Information _____

4. Food: Prepared food may require a permit. Contact (630) 444-3040 or www.kanehealth.com.

5. Commercial Tent Permit: Call Building & Permits for permit application instructions and fees.

9. Fees

Will there be a registration charge for this event? Yes No

List the **fee amount** for each category of registration that is applicable to this event.

Early: _____ Regular: _____ Day of/On Site: _____

Adult: _____ Seniors: _____ Students/Youth/Kids: _____ Other: _____

City of Aurora Run/Walk Event Permit Application

This application, with a detailed site plan attached, and any other applicable documents as outlined herein, must be received in the Community Services Dept. no later than 90 days prior to the opening day of the event. Late or incomplete applications may be denied. Mail application to **City of Aurora Community Services Dept., 44 East Downer Place, Aurora, IL 60505**, or send by email to kmaurice@aurora-il.org or fax to **(630) 256-3379**. The application will be reviewed and if complete, it will be forwarded to the appropriate Divisions, Departments, and Committees for consideration of approval.

HOLD HARMLESS CLAUSE: The run/walk event sponsor 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 sponsor'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 run/walk event sponsor 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 sponsor's use of public property or operation of the event as set forth in the application for run/walk/bike permit.

INSURANCE REQUIREMENTS: Proof of insurance is required of all run/walk event sponsors prior to the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a certificate of insurance along with your completed application to the City of Aurora Community Services Dept., 44 East Downer Place, Aurora, IL. 60505, or send by email to kmaurice@aurora-il.org or fax to (630) 256-3379. 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 run/walk event sponsor 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 _____. Sponsor does hereby agree to conduct only that business/activity which is described in the run/walk permit application, and agrees to all municipal requirements. Sponsor 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 run/walk event sponsor 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 sponsored 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 sponsor 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 regulation outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility, and all other aspects of staging a run/walk 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 run/walk event.**

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

Name (please print) Signature

Signatory Title (if applicable) Date

RUN/WALK EVENT PERMIT APPLICATION

IMPORTANT INFORMATION PACKET

Thank you for your interest in holding a run/walk event in the City of Aurora. This run/walk event permit application is necessary for the use of any public property, right of way, or municipal resources and services. In order to determine all of the necessary permits needed for the proposed run/walk/bike, a completed application is needed. Submittal of application does not constitute approval.

THIS APPLICATION AND ANY OTHER APPLICABLE DOCUMENTS AS OUTLINED HEREIN, MUST BE REMITTED TO THE COMMUNITY SERVICES DEPT. NO LATER THAN NINETY 90 DAYS PRIOR TO THE FIRST DAY OF THE RUN/WALK EVENT. Late or incomplete applications may be denied.

Please mail applications to the **City of Aurora Community Services Dept., 44 East Downer Place, Aurora, IL 60505**, or send by email to kmaurice@aurora-il.org or fax to **(630) 256-3379**. For assistance or questions, call 630-256-3402. Incomplete and/or applications submitted without all of the necessary accurate information/documentation will be returned.

Approval Process:

Upon receipt of a run/walk event permit application, it will be reviewed and if it is complete with all of the necessary information/documentation, it will be routed to various Divisions and Departments and their staff will determine whether the event logistics are feasible and can be done safely, and if so, the run/walk event permit application will be forwarded for consideration to be placed on the City's Government Operations Committee Agenda. **The event organizer must have a representative attend the scheduled Government Operations Committee meeting.**

RUN/WALK/BIKE EVENT INSURANCE REQUIREMENTS

1.) The City of Aurora **requires submission of a Certificate of Insurance along with the Walk/Run Event Permit 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 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 run/walk 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

RUN/WALK EVENT PERMIT APPLICATION IMPORTANT INFORMATION PACKET

CITY SERVICES COST*

Department	Request	Fee	Requirement
Building & Permits	Tents less than 700 sq. feet	None	No Permit Needed
	Tents more than 700 sq. feet	\$182 min	Tent Permit
City Clerk's Office	Music & Entertainment, live or otherwise	\$100	Music Permit
Downtown Services	Cardboard Containers	\$6.00 each	Packages of 50 available
Electrical	Electrical (2) (regular set up and takedown)	\$58.57/ hr.	Minimum (2-5 hr.)
Electrical	Electrical (1) (After 3:30 pm on Fri/Sat)	\$86.14/hr.	Minimum (2 hr.)
Electrical	Electrical (1) (Sunday)	\$114.84 / hr.	Minimum (2 hr.)
Electrical	Generators: 60 kw, 1 day 30 kw, 1 day	\$250 \$200	Fuel tank must be returned full
Fire	Paramedic (2)	\$103.84 / hr.	Minimum (3 hr.)
Motor Vehicle & Parking	Contact Motor Vehicle & Parking and see their website for extra parking considerations	Free, if within color category on street and parking lot time limits, and up to 1 hour at the Stolp Island Parking Garage	
Police	Off-Duty Officer	\$40 /hr.	Minimum (3 hr.)
	Overtime Officer	\$38-62 / hr.	Minimum (3 hr.)
	Overtime Sergeant	\$76 / hr.	Minimum (4 hr.)
Street Maintenance	Barricades	\$50.00	Deliver and Pick Up
	Simple drop off at 1 location, 10 barricades or less. Street closures etc., that require drop-offs or setup at multiple locations will require a minimum of \$600.		
	Barricades	N/A	Pick up and Return

*Cost estimates based as of December 2014

RUN/WALK EVENT PERMIT APPLICATION IMPORTANT INFORMATION PACKET

CITY SERVICES CONTACTS

Department	Service	Address	Contact Information
Buildings & Permits	Tents	65 Water Street	Phone (630) 256-3130 Fax (630) 256-3139
City Clerk's Office	Music Festival Permit	44 East Downer Place	Phone (630) 256-3070 Fax (630) 256-3079
Downtown Services	Cardboard Trash Containers	720 North Broadway	Phone (630) 256-3670 Fax (630) 256-3689
Electrical	Electrical Service	44 East Downer Place	Phone (630) 892-1415 Fax (630) 892-1561
Fire	Paramedic	75 North Broadway	Phone (630) 256-4000 Fax (630) 256-4009
Fire Prevention	Fireworks Permit Operation Permit Food Vendor Permit	5 East Downer Place Suite G	Phone (630) 256-4130 Fax (630) 256-4139
Motor Vehicle and Parking	Parking Considerations	720 North Broadway	Phone (630) 256-3650 Fax (630) 256-3659
Police (Traffic Division)	Traffic Control Security	1200 East Indian Trail Officer Rob Daniele (Does Scheduling & Fees) Officer Matt Fichtel Lt. Mike Abbs Sgt. Dan Woods	Phone (630) 256-5330 danieler@apd.aurora.il.us Phone (630) 256-5334 fichtelm@aurora.il.us Phone (630) 256-5333 abbsm@aurora.il.us Phone (630) 256-5111 woodsd@apd.aurora.il.us Phone (630) 256-5331
Public Works	Street Closure	44 East Downer Place	Phone (630) 256-3200 Fax (630) 256-3209
Street Maintenance	Barricades Street Sweeper	720 North Broadway	Phone (630) 256-3680 Fax (630) 256-3689

RUN/WALK EVENT PERMIT APPLICATION ADDENDUM

If applicable, please complete and return this addendum with your application.

1.) If your event is partnering with local organizations serving as a sponsor, please provide the following information:

Name of Organization: _____ Address: _____

Contact Person Name: _____ Phone: _____ Email: _____

2.) If some of the proceeds from this event will be donated to a local charity, please provide the following information:

Name of Organization: _____ Address: _____

Contact Person Name: _____ Phone: _____ Email: _____

3.) If your event will be utilizing a route and/or going through one or more of the jurisdictions listed below, please check **all appropriate boxes** that apply for that jurisdiction's requirement. In each jurisdiction listed below, if the question(s) **do not** apply, please leave the boxes blank.

Municipalities, Villages, and Organizations	Application Approved?		Fee Paid?		Certificate of Insurance Submitted?		Waiver of Liability Submitted?		Route Map Approved?		Location of Aid Stations Provided?		List of Vendors Submitted?	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
River Edge Park														
Fox Valley Park District														
Village of North Aurora														
City of Batavia														
Batavia Park District														
City of Geneva														
Geneva Park District														
City of St. Charles														
St. Charles Park District														
Kane County Forest Preserve														
Village of Montgomery														
Village of Oswego														
Oswegoland Park District														

RUN/WALK EVENT PERMIT APPLICATION ADDENDUM

MUNICIPALITIES, PARKS, AND OTHER ORGANIZATIONS CONTACT INFORMATION

River Edge Park

Val Devine, Vice President of Park and Productions
(630) 723-2470
vald2@paramountarts.com

Fox Valley Park District

Michael Erickson, Director of Parks
(630) 897-0516
merickson@fvpd.net

Batavia Park District

James Ebey, Director of Planning & Development
(630) 879-5234, Ext. 2011
JimE@bataviaparks.org

Geneva Park District

Larry Gabriel
(630) 232-4542
lgabriel@genevaparks.org

St. Charles Park District

Laura Rudow, Superintendent of Parks & Planning
(630) 513-4344
lrudow@stcparks.org

Oswegoland Park District

Brian Everhart
(630) 554-4479
beverhart@oswegolandpd.org

Kane County Forest Preserve Finance Department

Katrina Gentry, Administrative Secretary
(630) 232-5980
gentrykatrina@kaneforest.com

Village of North Aurora Police Department

David Fisher
(630) 897-8705
dfisher@vil.north-aurora.il.us

Village of Montgomery

Debbie Buchanan, Deputy Clerk
(630) 896-8080
Buchanan@ci.montgomery.il.us

City of Batavia Police Department

Glenn Autenrieth, Deputy Chief
(630) 454-2500
gautenri@cityofbatavia.net

City of Geneva Police Department

Eric Passarelli, Police Services Commander
(630) 232-4736
passarelli@geneva.il.us

City of St. Charles Police Department

Erik Mahan, Commander of Traffic & Special Events
(630) 443-3841
emahan@stcharlesil.gov

Village of Oswego

Tina Touchette, Village Clerk
(630) 554-3259
ttouchette@oswegoil.org

Kane County Forest Preserve Public Safety

Mike Gilloffo, Director
(630) 232-3415
gilloffomike@kaneforest.com

The above listed contact information is subject to change, and you will need to check with the municipalities, parks, and other organizations directly to inquire about their approval process for events.