

# 2017 Special Events and Festivals Application

Submitted On: Jan 30, 2017 @ 2:09PM

<b>Organization:</b>	L.I.F.T. Aurora
<b>Today's Date:</b>	1 24 2017
<b>Status:</b>	501(c)3
<b>Contact Name:</b>	Kate Purl
<b>Contact's position in the organization:</b>	Event Manager
<b>Phone Number:</b>	630-649-9268
<b>Email:</b>	kpurl393@gmail.com
<b>Event Name:</b>	City of Lumos: Aurora's Harry Potter Festival
<b>Type of Event:</b>	Festival/fair
<b>Purpose of Event:</b>	To bring families from Aurora and its surrounding communities to the city center for a cultural event which introduces the businesses and amenities offered by our downtown.

<b>Event Date(s) M/D/Y:</b>	07/30/2017
<b>Event Hours:</b>	12 p.m. - 5 p.m.
<b>Set-up Hours:</b>	7 a.m. - 12 p.m.
<b>Breakdown Hours:</b>	5 p.m. - 7 p.m.
<b>Event Site:</b>	Events will take place on Water Street Mall, Mundy Park, Millenium Plaza, and a few sites along Downer and Stolp t.b.d.
<b>Attendance:</b>	500
<b>Number of Volunteers/Personnel:</b>	40+
<b>Rain Policy:</b>	Most events will take place rain or shine.
<b>Number of years this event has been held:</b>	0
<b>Has this event been approved for Neighborhood Festival Funds?:</b>	No
<b>Address of Public Property:</b>	Water Street Mall, Mundy Park (on Broadway), 11 Stolp Ave
<b>Name of Public Property:</b>	Water Street Mall, Mundy Park, Millenium Plaza
<b>Event Name:</b>	City of Lumos: Aurora's Harry Potter Festival

<b>Event Start Date:</b>	07/30/2017
<b>Event End Date:</b>	07/30/2017
<b>Signature Data:</b>	Name: First Name: Nicole Last Name: Mullins  Email: Email Address: nicole@liftaurora.org  <i>Nicole Mullins</i>
<b>Signatory Title (if applicable):</b>	Board president, L.I.F.T. Aurora
<b>Event Name:</b>	City of Lumos: Aurora's Harry Potter Festival
<b>Will you be providing private on-site security?:</b>	No
<b>Security Company Name:</b>	
<b>Security Company Contact Name:</b>	
<b>Security Company Contact Cell:</b>	

<b>Where will security be needed?:</b>	
<b>What times will security be needed?:</b>	
<b>Will Aurora Police Department officers be requested?:</b>	No
<b>What are your plans for medical assistance?:</b>	Volunteers are first aid/CPR-certified. We will use 911 if necessary.
<b>Will there be fireworks at your event?:</b>	No
<b>Fireworks Company and Contact Name:</b>	
<b>Name and phone of person responsible for post-event firework clean up:</b>	
<b>Is this event open to the public?:</b>	Yes
<b>Will you be using or renting tents larger than 10'x10' for your event?:</b>	No

<b>Are vendors using open-flame cooking equipment or deep fryers?:</b>	No
<b>Setup contact:</b>	Kate Purl 630-649-9268
<b>Setup times:</b>	7 a.m. - 12 p.m.
<b>Cleanup contact:</b>	Kate Purl 630-649-9268
<b>Breakdown times:</b>	5:00 p.m. - 7:00 p.m.
<b>Will admission be charged for this event?:</b>	No
<b>If yes, how much? Include charges for adults, seniors, students, children, families and other categories, if applicable.:</b>	
<b>Vendor Fees:</b>	\$50 \$30
<b>Will alcoholic beverages be sold?:</b>	No
<b>If yes, list beverages and pricing:</b>	

<p><b>What does the organizer intend to do with any revenue over and above the expenditures?:</b></p>	<p>Any revenue over and above expenditures will be saved for next year's festival.</p>
<p><b>Previous year's revenue:</b></p>	
<p><b>List names of performers and entertainment groups:</b></p>	
<p><b>Describe other entertainment and/or activities planned for your event:</b></p>	<p>Classes (Potions, Plants, Broom-making, Wand-making, Spellbook-making), Owl demonstration by SOAR, Vendors on Water Street Mall, Horcrux Hunt (like a scavenger hunt), Quidditch (a wizard sport similar to basketball) at Mundy Park, Train Rides.</p>
<p><b>How will your event be promoted?:</b></p>	<p>Posters  Flyers  Facebook  Website</p> <p>Marching in the 4th of July parade</p>
<p><b>Will you need barricades?:</b></p>	<p>No</p>
<p><b>Location and placement of barricades:</b></p>	
<p><b>Number of barricades needed:</b></p>	

<b>Date barricades are needed:</b>	
<b>Time barricades will be placed:</b>	
<b>Name of company providing barricades, if other than the City:</b>	
<b>Will you need trash bins?:</b>	Yes
<b>If yes, how many are you requesting?:</b>	8 30
<b>How will you dispose of all trash generated by this event?:</b>	
<b>If a dumpster is being ordered, provide contact and phone number of company delivering the dumpster:</b>	
<b>Where will the dumpster be placed?:</b>	
<b>When will your dumpster be delivered?:</b>	

<b>When will your dumpster be picked up?:</b>	
<b>Will you need a street sweeper?:</b>	No
<b>Name of company providing street sweeper, if other than the City:</b>	
<b>Will you have food vendors or animal units?:</b>	Yes
<b>Will you require electrical service?:</b>	No
<b>Generator contact, including day-of cell phone number:</b>	
<b>Sound contact, including day-of cell phone number:</b>	
<b>Will parking considerations be needed?:</b>	No
<b>Please explain the types of parking consideration that may be needed:</b>	



<b>Location of needed parking considerations:</b>	
<b>Amount of parking that will be needed for the event::</b>	
<b>Dates of needed parking considerations::</b>	
<b>Times of needed parking considerations::</b>	
<b>Will you require street parking to be blocked off prior to the event?:</b>	No
<b>If yes, please explain what area(s) need to be blocked?:</b>	
<b>Please include any additional information you feel may be necessary for Special Events staff to know.:</b>	
<b>Upload your certificate of insurance now:</b>	<a href="https://seamlessdocs.s3.amazonaws.com/attachments%2FCO17011000022072798%2F3Sv7F3Z4QkS062I9AsA7_City+of+Aurora+Cert.pdf">https://seamlessdocs.s3.amazonaws.com/attachments%2FCO17011000022072798%2F3Sv7F3Z4QkS062I9AsA7_City+of+Aurora+Cert.pdf</a>

