

City of Aurora

9

Special Events • 44 E. Downer Place Aurora, Illinois 60507-2067 • (630) 256-3370

Delia Nila Basile
Special Events

Committee Referral Summary

To: Mayor Thomas J. Weisner

From: Delia Nila Basile, Special Events Coordinator

Date: Tuesday, July 16, 2013

Subject: Government Operations Request for Tuesday, July 23, 2013 at 4:30 pm
Festival of Lights– Rotary Club of Aurora - Friday, November 29 - December 26, 2013
Installation – Monday, November 18-27
Removal – December 27-28

PURPOSE: Rotary Club of Aurora is requesting approval to conduct the Festival of Lights event at Phillips Park from Friday, November 29 – December 26, 2013. This is the 7th year the Rotary Club has been producing this event as a community service project for the Aurora community which has developed into a family destination beyond our city limits. Sunday through Thursday hours are 5-9:00 pm; Friday and Saturday hours are from 5-10:00 pm.

BACKGROUND: The Festival of Lights is organized by the Rotary Club's dedicated volunteers along with family and friends. Staging begins 11 days prior to opening night; organizers project an attendance of 20,000 cars. There is no cost to attend; donations are accepted and are returned to the Aurora Community for youth related projects. The Visitors Center serves as an area to serve lunch and coffee to the volunteers and to host a sponsor and media night. Please see 2013 Special Events Permit attached Addendum

DISCUSSION: Rotary Club of Aurora is requesting approval:

- To stage and conduct the Festival of Lights at Phillips Park
- To provide park staff to assist with hanging of snowflakes and placing signage
- To provide park staff for various items as seen on Addendum
- To provide Electrical Department assistance to place electrical power and electrical pedestals throughout the park
- To provide a city crane with electrical staff to assist with displays
- To provide Aurora Transportation staff on weekends and holidays to turn displays on and off
- To provide barricades from Street Department
- The use of the Visitors Center as a hospitality area for lunch and sponsor and media event.
- To provide the park tram for park tours of the displays for sponsor and media event

RECOMMENDATIONS: Please forward to the Government Operations Committee for review and approval.

Forward to the G.O. Committee for consideration


Mayor's Office Initials & Date

cc: Alderman Scheketa Hart-Burns
Alderman Lynn Johnson
Rick Guzman, Assistant Chief of Staff
Commander Groom, Police Department
Chief John Lehman, Fire Department
Dan Anderson, Parks
John Meszaros, Electrical Department
Brett Weiler, Streets
Tim Forbes, Streets
Ken Maurice, Youth Services
Dan Ferrelli, Public Information
Matt Perez, Fire Department

Alderman Ted Mesiacos
Alderman Edward Bugg
Shelly Windett, Alderman's Office
Dan Barreiro, Chief Community Services Officer
Rosario DeLeon, Chief Operations Officer
Isabel Kodron, City Clerk
Joe Hopp, MVPS Maintenance
Cecilia Soto, Customer Service
Dee Hakala, Parks
Sara Townsend, Community Services
Clayton Muhammad, Public Information
Mary Dougherty, Organizer



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/16/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER VOLKMAN INSURANCE AGENCY, INC. 161 S. LINCOLNWAY, SUITE 206 P.O. BOX 369 NORTH AURORA, ILLINOIS 60542 630-897-8824	CONTACT NAME JEFF VOLKMAN PHONE (A/C, No, Ext) 630-897-8824 FAX (A/C, No): 630-897-1550 E-MAIL ADDRESS: JVOLKMANINS@GMAIL.COM <hr/> INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: WEST BEND MUTUAL INSURANCE COMPANY INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED ROTARY CLUB OF AURORA FOUNDATION P.O. BOX 2652 AURORA, IL 60507	

COVERAGES CERTIFICATE NUMBER: 100172 REVISION NUMBER:

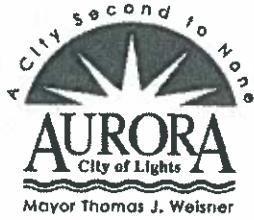
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			NSA 1736155 00	04/20/2013	04/20/2014	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td style="text-align: right;">\$ 200,000</td></tr> <tr><td>MED EXP (Any one person)</td><td style="text-align: right;">\$ 10,000</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 200,000	MED EXP (Any one person)	\$ 10,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000		\$
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E.L. DISEASE - POLICY LIMIT	\$																				
A				NSA 1736155 00	04/20/2013	04/20/2014	PROPERTY @ REPLACEMENT COST \$215,000														

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 CHRISTMAS LIGHTS DISPLAY: PHILLIPS PARK, AURORA, IL NOVEMBER 15, 2012 - DECEMBER 31, 2012

PRIMARY & NON-CONTRIBUTORY ADDITIONAL INSURED: CITY OF AURORA, 65 WATER STREET, AURORA, IL 60505

CERTIFICATE HOLDER CITY OF AURORA 65 WATER STREET AURORA, IL 60505	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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2013 SPECIAL EVENT APPLICATION FESTIVAL & OTHER EVENT PERMIT

Any Special Event Sponsor 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 per year.**

ORGANIZATION: ROTARY Club of Aurora DATE: 6/25/13

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

FEDERAL EMPLOYER IDENTIFICATION NUMBER: 36-3196644

CONTACT NAME: MARY DOUGHERTY

PHONE NUMBER: 630 896 7656 630 408 5381 630 896 7689
DAYTIME CELLULAR FAX

EMAIL ADDRESS: msd2050@aol.com

NAME OF EVENT: FESTIVAL OF LIGHTS

TYPE OF EVENT (check one): Festival/Fair Car Show _____
Other _____

PURPOSE OF EVENT/DESCRIPTION: Community service

DATE(S) OF EVENT: See attached

EVENT HOURS: See attached SET UP HOURS: SEE attached BREAKDOWN: SEE attached

SITE OF EVENT: (attach site map) Phillips Park

PROJECTED ATTENDANCE: 20,000 Cars PAST ATTENDANCE: 22,000 Cars

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: hundreds

RAIN POLICY: n/a

HOW MANY YEARS HAS THE EVENT BEEN HELD?: 6

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 ONEHUNDRED AND TWENTY (120) 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, email to stownsend@aurora-il.org or fax to (630) 256-3379. 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 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 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 special permit.

INSURANCE REQUIREMENTS: Proof of insurance is required of all Special Event Sponsors 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, e-mail to stownsend@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 Special Event Sponsor agrees to use the public property at Phillips Park in Aurora, Illinois, known as Phillips Park, for staging of The Festival of Lights, the City of Aurora does hereby agree to permit for use, these premises for the date(s) of NOV 29 2013 through DEC 26 2013, 2013. Sponsor does hereby agree to conduct only that business/activity which is described in the Special Event 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 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.

City of Aurora
Festival & Other Permit

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 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:

MARY DOUGHERTY

Name (please print)

Mary Dougherty

Signature

FOL Manager

Signatory Title (if applicable)

6/26/2013

Date

2013 SPECIAL EVENT WORKSHEET FOR FESTIVALS & OTHER EVENTS

NAME OF EVENT: FESTIVAL OF LIGHTS

SAFETY PROCEDURES:

1) Will you be providing private on-site security? YES _____ NO X

Security Company name: _____

Security Company contact: _____ Cell phone: _____

Where will security be needed? _____

Time security will be needed: _____

Will Aurora Police Department officers be requested? YES _____ NO X

If requesting APD officers, you must contact "Off Duty Extra Jobs" at (630) 256-5000 for scheduling and fees.

2) What are your plans for medical assistance? 911

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 X

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

The Aurora Fire Marshall must be contacted at (630) 256-4130 for approval, permitting and consultation. Contract must be 30 days before event.

4) Is this event open to the public? YES X NO _____

An Operational Permit Application must be submitted to the Aurora Fire Prevention Bureau at 630-256-4130.

5) Will you be using or renting tents for your event? YES _____ NO X

Aurora Fire Prevention Bureau must be contacted for approval, and permit depending on the size and type of the tent.

6) Are food vendors using open flame cooking equipment or deep fryers?

YES _____ NO X

A Food Vendor Permit Application must be submitted to the Aurora Fire Prevention Bureau.

SET UP / CLEAN UP:

- 1) Name of person in charge of set up: Pam Bellm Cell Phone 630 319 1994
- 2) Set up time: See attached Breakdown time: See attached
- 3) Name of clean up contact person: Pam Bellm Cell Phone 630 319 1994

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 beverage(s) be sold? YES NO

If yes, what beverage and at what cost?

City Clerk must be contacted at (630) 256-3070 regarding liquor permit, fee and proof of dram shop insurance.

- 4) What does the Sponsor intend to do with any revenue over and above the expenditures? all donations returned to community based projects with an emphasis on youth
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 revenue: 45,000

ENTERTAINMENT AND PROMOTIONS:

A Music Festival Permit is required for live music with attendance over 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.
N/A

2) Describe other entertainment / activities planned for your event: N/A

- *City Clerk must be contacted at (630) 256-3070 regarding Carnival Permit/fee*
- *Aurora Fire Prevention Bureau at (630) 256-4130 regarding Assembly and Vendor Permits*
- *Animal Control must be contacted at (630) 256-3630 regarding permits for pony rides, petting zoos or animal related exhibits.*

- 3) How will your event be promoted? Television Radio Newspapers
Posters Flyers Facebook Twitter Website www.festivaloflights.com

PUBLIC PROPERTIES PROCEDURES:

If you are requesting city services please complete the following:

1) Will you need barricades? YES NO

Purpose of barricades: direct TRAFFIC THROUGH PARK at Collection area

Location of placement: Near 1st Tee Amount needed: 8-10

Date barricades needed: duration Time of placement: nightly - 4:30pm

Name of company providing service if other than City: _____

Contact the Street Department at 630-256-3682 regarding availability and fees.

2) Will you need additional trash bins? YES _____ NO

If yes, number requested: Barrels: _____ Cardboard trash bins: _____

Contact the Sanitation at (630) 688-2179 regarding scheduling and fee.

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 will be needed to properly clean city property (Street, Parking Lots, etc.).

Location: _____ Date: _____ Time: _____

Name of company providing service, if not City: _____

Contact the Street Department at 630-256-3681 regarding fees.

4) Potable water is required for events with live animals or food concessions:

Location: _____ Amount: _____

Date: _____ Time: _____

Contact the Water & Sewer Department at (630) 256-3712 regarding fees.

5) Will you require electrical service YES NO
Generators are required for live music and carnivals to be provided by organization.

Contact information providing generator: _____

Contact information providing sound system: N/A

Concessions including beer trailers: 110 amps @ _____ lines @ \$20 = Cost \$ _____
Contact the Electrical Department at 630-892-1415 regarding availability and fee.

6) Will parking considerations be needed? YES _____ NO

Type(s): _____

Location: _____ Amount: _____

Date: _____ Time: _____

Estimated cost(s): \$ _____
Contact Motor Vehicle Parking Revenue & Collections at (630)256-3580 regarding fee.

ADDITIONAL INFORMATION

2013 SPECIAL EVENTS PERMIT ADDENDUM
ROTARY CLUB OF AURORA

- Monday 11/18-Weds 11/20 – Semi trailers moved from 1940 East Indian trail building to parking lot behind old armory at Phillips Park by City of Aurora; contact is Joe Hopp from the city and Byron Saum from Rotary
- Thursday 11/21 – Semis unloaded and displays laid out around the park
- Friday 11/22 7:30 AM need Visitors center unlocked for coffee and lunch set up through 2 PM for Display set up in Park
- Saturday 11/23 7:30 AM need Visitors center unlocked for coffee and lunch set up through 1 PM for Display set up in Park
- Monday 11/25 through Wednesday 11/27 – City of Aurora, Rotary Volunteers and Platt Electric finish electrical needs for all displays, place and wire backlit sponsor signs and 125 hanging snowflakes including remote controls
- Friday 11/29 – Opening night of Festival of Lights; City to provide:
 - closure of gates at Smith Blvd entrance to Park by 4 PM;
 - Set up barricades near collection area;
 - Turn on all light displays by 5 PM;
 - re-open gate;
 - Close gate at Wyeth and Moses Drives;
 - 10 PM – close Smith Blvd Gate;
 - Turn off all light displays
- Saturday 11/30, Fridays, 12/6, 13, 20 AND Saturdays 11/30, 12/7,14,and 21 REPEAT PROCEDURE FOR 11/29
- Beginning Sunday 12/1 and every Sunday through Thursday through 12/26: City to Provide:
 - closure of gates at Smith Blvd entrance to Park by 4 PM;
 - Set up barricades near collection area;
 - Turn on all light displays by 5 PM;
 - re-open gate;
 - Close gate at Wyeth and Moses Drives
 - **9 PM** – close Smith Blvd Gate;
 - Turn off all light displays
- FOL volunteers will use the First Tee Building each night from 4:30 to 10 PM beginning Friday 11/29 through Thurs 12/26
- Thursday 12/5 FOL sponsor and media night at the park
 - Need Visitors Center open by 3 PM for set up; party will be from 5:30-7:30; City to provide Tram for tours of Festival beginning at 6:30.
- Friday 12/27 – FOL Lay down; Volunteers will lay down all displays; Need Visitor Center open at 7:30 am through 3 pm.
- Friday 12/27- FOL take down and store; Volunteers will take displays apart and move them back to semis for storage beginning at 11 am.

- Saturday 12/28 – FOL take down and store; Volunteers will take displays apart and move them back to semis for storage. Need Visitors Center open 7:30AM through noon.
- Sometime after 12/28 Move Semis from Phillips Park back to 1940 East Indian trail building building for storage

Electricity Needs are many and varied: See Dan Anderson and Rosario DeLeon from the City of Aurora; Byron Saum from Rotary and/or Mike Platt from Platt Electric.