

CITY OF AURORA
POLICY NO. 2026-8000-002
SPECIAL ATTRACTIONS AT COMMUNITY EVENTS

1. **Subject:** Special attractions at community events.
2. **Summary:** This policy provides guidance on allowable special attractions at community events sponsored by the City of Aurora. The policy is intended to balance community enjoyment with the City's responsibility to ensure public safety and minimize liability.
3. **Applicability:** This policy is applicable to all departments, divisions, and other organizational elements of the City of Aurora, including boards and commissions that are subject to the City's insurance policies. This policy does not apply to events sponsored by the City and held at the Phillips Park Zoo or to animal rescue activities sponsored by the Animal Control Division.
4. **Proponent:** Chief Operating Officer/Risk Manager.
5. **Definitions.**
 - a. Special attractions: bounce houses, carnival rides, dunk tanks, mechanical bulls, paintballing, rock-climbing walls, trampolines, exotic animals, horses, petting zoos, pony rides, fireworks, and similar attractions. "Similar attractions" are other temporary recreational attractions that involve elevated physical risk and mechanical operation or live animals. For the purposes of risk management, special attractions may be divided into three categories (permissible, prohibited, and other) as further discussed below.
 - b. Community events: ward meetings, ward events, neighborhood meetings, block parties, neighborhood events, National Night Out, community meetings, youth activities, parades, and similar community events.
 - c. Exotic animals: Include, but are not limited to, primates, large mammals, large reptiles, venomous creatures, and non-domesticated animals.
 - d. Petting zoo: a temporary animal exhibition or attraction, open to the public, that is designed to allow visitors to physically touch, pet, or handfeed domesticated, docile animals suitable for close human contact. For purposes of this definition, "domesticated, docile animals suitable for close human contact" includes, without limitation: goats; sheep; ponies or miniature horses; donkeys or miniature donkeys; rabbits; guinea pigs; chickens; ducks; domestic turkeys or peafowl where temperament allows; alpacas; llamas; pigs, including potbellied or miniature breeds; calves; and non-aggressive tortoise species.
 - 1) Exclusions: "Petting zoo" does not include exhibitions involving wild, dangerous, or exotic species; venomous animals; animals unsuitable for close human interaction due

to temperament or health risk; or performances or rides involving animals unless separately permitted.

- 2) Operational characteristics: a petting zoo typically includes a contained interaction area; supervision by trained attendants; handwashing or sanitization stations; posted rules governing feeding and handling; and controls on feed provided to animals.
 - e. Project manager: the City employee designated as the lead coordinator for the special attraction with responsibility for event compliance, vendor oversight, and policy enforcement.
6. **General:** Community events are encouraged in the City of Aurora. Community events can enhance the cohesion of the Aurora community. Special attractions can greatly elevate the appeal of a community event. However, special attractions may come with risks that must be managed or mitigated entirely.
7. **Permissible Special Attractions.**
- a. Bounce houses, carnival rides, dunk tanks, paintballing, rock-climbing walls, petting zoos, and pony rides are permissible special attractions at community events.
 - 1) One or more employees of the vendor must always be present to supervise a permissible special attraction. The project manager must ensure that the special attraction is supervised.
 - 2) The vendor providing a permissible special attraction must comply with the risk transfer requirements specified in City of Aurora Policy No. 2026-8000-001 or any successor policy with respect to indemnification and insurance requirements.
 - 3) Vendors must provide applicable proof of current safety inspections, operator training. For bounce houses, the vendor must provide evidence of compliance with relevant ASTM standards for inflatable devices.
 - 4) Petting zoos must comply with applicable public health guidelines, including handwashing requirements as specified by the Centers for Disease Control and local health department.
 - b. Horses are permissible special attractions in City-sponsored parades only. Entrants in City-sponsored parades must comply with the risk transfer requirements specified in City of Aurora Policy No. 2026-8000-001 or any successor policy with respect to indemnification and insurance requirements.
 - c. Fireworks are permissible special attractions in City-sponsored events only, such as the annual Fourth of July observance. The contracted fireworks vendor must comply with the risk transfer requirements specified in City of Aurora Policy No. 2026-8000-001 or any successor policy with respect to indemnification and insurance requirements.

8. **Prohibited Special Attractions:** Because of their inherent risks, the following special attractions are prohibited.
 - 1) Mechanical bulls.
 - 2) Trampolines.
 - 3) Exotic animals.
 - 4) Horses (except as specified in paragraph 7b above).
 - 5) Fireworks (except as specified in paragraph 7c above).
9. **Other Special Attractions:** The Chief Operating Officer/Risk Manager shall conduct a risk assessment of proposed special attractions other than those addressed in paragraphs 7 and 8 above. In consultation with the Corporation Counsel, the Chief Operating Officer/Risk Manager shall disapprove special attractions that, in his judgment, pose an unacceptable risk to the City given consideration of injury likelihood, potential severity, vendor safety record, participant ages, and proximity to crowds. If approved, other permissible special attractions are subject to the vendor supervision requirements of paragraph 7a1) above.
10. **Contract Form:** The City's standard contract form will be used when engaging a vendor to provide a permissible special attraction. Exceptions may be granted with the approval of the Corporation Counsel and the Chief Operating Officer/Risk Manager.
11. **Liability Waivers:** Project managers shall confirm whether the special attraction vendor will require a liability waiver from special event participants and support the vendor in securing the waivers.
12. **Approval of Special Attractions.**
 - a. Permissible special attractions shall be approved through the normal City procurement process. A completed Special Attraction Pre-Event Checklist (Attachment A) must be submitted to the Purchasing Division with the applicable purchase requisition.
 - b. Other special attractions shall be considered for approval through the submission of a written request by the project manager to the Chief Operating Officer/Risk Manager. The request must include:
 - 1) Description of the proposed special attraction.
 - 2) Specification of the date, time, and location when the proposed special attraction will be held.
 - 3) Identification of the expected participants in the proposed special attraction.

- 4) Copy of the certificate of insurance applicable to the proposed special attraction. The project manager should secure appropriate endorsements to the certificate of insurance from the vendor and submit them to the Purchasing Division prior to the opening of the special attraction.

If the other special attraction is approved, the project manager must complete a Special Attraction Pre-Event Checklist (Attachment A) and submit it to the Purchasing Division with the applicable purchase requisition.

13. **Donations to Special Attractions at Events Sponsored by Third Parties:** Occasionally, organizational elements of the City may make donations to special attractions at events sponsored by third parties. The project manager for such an activity should coordinate with the Law Department to ensure that the City is insulated from any risk associated with the operation of such attractions. To ensure that the Law Department can make a well-informed judgment about the mitigation of risks, the project manager should provide a copy of any donation agreement to the Law Department for review prior to executing the agreement or paying any donation.
14. **Noncompliance.** Failure to comply with this policy may result in cancellation of the attraction, disapproval of future requests for special attractions, or other administrative action.
15. **Reference:** City of Aurora Policy No. 2026-8000-001, Risk Transfer in Contracts.
16. **Approval and Amendment History:** This policy is approved on May ____, 2026, and is effective upon approval.

Approved:

Attest:

John Laesch
Mayor

Jennifer Stallings
City Clerk

Attachment A – Special Attraction Pre-Event Checklist

ATTACHMENT A

**CITY OF AURORA
SPECIAL ATTRACTION PRE-EVENT CHECKLIST**

(Submit this form to the Purchasing Division with the associated purchase requisition.)

Project Manager: _____

Proposed Vendor: _____

Proposed Event Date: _____

Proposed Event Location: _____

Description of the Attraction: _____

Check "Yes" or "No"

- Yes No Compliant vendor certificate of insurance attached.
- Yes No Safety inspection documentation received, verified, and attached, if applicable.
- Yes No Vendor has identified their employee supervisor.
- Yes No Plan for continuous supervision confirmed. Briefly explain the plan below.
- Yes No Vendor has requested use of a liability waiver for participants.

Comments:

Signature of Project Manager

Date