

2017 Special Events and Festivals Application

Submitted On: Mar 6, 2017 @ 6:47PM

Organization	L.I.F.T. Aurora d/b/a Culture Stock
Today's Date	3 6 2017
Status	501(c)3
Contact Name	Kate Purl
Contact's position in the organization	Event manager
Phone Number	630-649-9268
Email	kpurl393@gmail.com
Event Name	City of Lumos: Aurora's Harry Potter Festival
Type of Event	Festival/fair
Purpose of Event	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
Event Date(s) M/D/Y	07/30/2017
Event Hours	12:00 pm - 5:00 p.m.
Set-up Hours	7:00 a.m - 12:00 p.m.
Breakdown Hours	5:00 p.m - 8:00 p.m.
Event Site	Water Street Mall, Downer Blvd between Stolp and Broadway, Stolp Ave between Downer and Galena, Millennium Plaza
Attach a site map of the event site (If necessary)	https://seamlessdocs.s3.amazonaws.com/attachments%2FC017011000022072798%2FtjqVhGCwQp6UuS8K4jlz_COL_event_area.png
Attendance	5000
Number of Volunteers/Personnel	150
Rain Policy	Event will be held rain or shine
Number of years this event has been held	0
Has this event been approved for Neighborhood Festival Funds?	No

Are you requesting road closures?	Yes
Address of Public Property	Stolp Avenue, Downer, Water Street Mall
Name of Public Property	Millennium Plaza, Water Street Mall, Downer Blvd.
Event Name	City of Lumos: Aurora's Harry Potter Festival
Event Start Date	07/30/2017
Event End Date	07/30/2017
Signature Data	<p>Name: First Name: Nicole Last Name: Mullins</p> <p>Email: Email Address: Nicole@liftaurora.org</p> <p><i>Nicole Mullins</i></p>
Signatory Title (if applicable)	Board President
Event Name	City of Lumos: Aurora's Harry Potter Festival
If you are requesting a road closure, indicate which road(s) and cross-streets, (i.e. Stolp Avenue from Downer Place to Galena Boulevard):	Stolp Avenue from Downer Place to Galena Blvd, Downer Place from Stolp Avenue to Broadway, Water Street from Benton to Downer
Will you be providing private on-site security?	No
Security Company Name	
Security Company Contact Name	
Security Company Contact Cell	

Where will security be needed?	
What times will security be needed?	
Will Aurora Police Department officers be requested?	Yes
What are your plans for medical assistance?	We will set up a first aid tent with medical supplies, bottled water, and a nurse. Some event volunteers are CPR-certified. We will contact 911 if necessary.
Will there be fireworks at your event?	No
Fireworks Company and Contact Name	
Name and phone of person responsible for post-event firework clean up	
Is this event open to the public?	Yes
Will you be using or renting tents larger than 10'x10' for your event?	No
Are vendors using open-flame cooking equipment or deep fryers?	No
Setup contact	Kate Purl 630-649-9268
Setup times	7:00 a.m. - 12:00 p.m.
Cleanup contact	Kate Purl 630-649-9268
Breakdown times	5:00 p.m. - 8:00 p.m.
Will admission be charged for this event?	No
If yes, how much? Include charges for adults, seniors, students, children, families and other categories, if applicable.	
Vendor Fees	50 75
Will alcoholic beverages be sold?	No
If yes, list beverages and pricing	

What does the organizer intend to do with any revenue over and above the expenditures?	Extra revenue will be held for the 2018 festival.
Previous year's revenue	NA
List names of performers and entertainment groups	
Describe other entertainment and/or activities planned for your event	Mini train ride, Quidditch matches, Life-sized Chess matches, Scavenger hunt, costume events, classes, crafting booths, vendors, Owl presentations by Save Our American Raptors.
How will your event be promoted?	Newspapers Posters Flyers Facebook Twitter Website
Will you need barricades?	No
Location and placement of barricades	
Number of barricades needed	
Date barricades are needed	
Time barricades will be placed	
Name of company providing barricades, if other than the City	
Will you need trash bins?	Yes
If yes, how many are you requesting?	15
How will you dispose of all trash generated by this event?	We are ordering a roll-off dumpster through Republic Services.
If a dumpster is being ordered, provide contact and phone number of company delivering the dumpster	John Clifford, Republic services, 813-299-0493
Where will the dumpster be placed?	Pending - waiting for information from the representative
When will your dumpster be delivered?	Pending - waiting for information from the representative

When will your dumpster be picked up?	Pending - waiting for information from the representative
Will you need a street sweeper?	No
Name of company providing street sweeper, if other than the City	
Will you have food vendors or animal units?	Yes
Will you require electrical service?	Yes
Generator contact, including day-of cell phone number	
Sound contact, including day-of cell phone number	
Will parking considerations be needed?	Yes
Please explain the types of parking consideration that may be needed	We are suggesting that festival attendees use the lots near the Library and the Casino. We are providing a trolley that will run between venues and those lots. The website will also let attendees know of paid parking options at the Transportation Center and the Stolp Garages. I would like to use the City's lot on Water Street (the Permits building) for vendors and handicap parking, if possible. The current plan is to move vendors to the public lot or the Permits building lot after they unload their booths in the morning, then offer handicap parking in the other lot and along Water Street.
Location of needed parking considerations	Water Street, mainly.
Amount of parking that will be needed for the event:	?
Dates of needed parking considerations:	7/30/17
Times of needed parking considerations:	7 a.m. - 8 p.m.
Will you require street parking to be blocked off prior to the event?	Yes
If yes, please explain what area(s) need to be blocked?	Street parking on the closed streets (Downer and Stolp) will need to be cleared by 8 a.m. on 7/30 so that we can set up activities. In addition, I would like to have the spaces on the west side of Broadway, from Galena to Downer and the south side of Galena, from the Paramount to Culture Stock blocked from 6 a.m. - 12 p.m. on 7/30 so that vendors are able to access Water Street with their merchandise and equipment.

Please include any additional information you feel may be necessary for Special Events staff to know.	
Upload your certificate of insurance now	https://seamlessdocs.s3.amazonaws.com/attachments%2FC017011000022072798%2FU70jERqLSg6tWN55345B_City+of+Aurora+Cert.pdf

