



SPECIAL EVENT WORKSHEET FOR FESTIVALS & EVENTS

EVENT NAME: COCK-A-DOODLE BROWN FEST

SAFETY PROCEDURES: Events may require Aurora Police Department participation to assure public safety. The number of police personnel will be determined by APD.

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

Security Company name: PLC + ASSOCIATES

Security Company contact PATRICK CARROLL Cell: 312-543-3153

Where will security be needed? YES ENTRANCES

Time security will be needed: 10:30a - 7:30p

Will Aurora Police Department officers be requested? YES NO

If requesting APD officers contact "Off Duty Extra Jobs" at (630) 256-5708 for scheduling and fees.

2) What are your plans for medical assistance? IN CASE OF EMERGENCY 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

Fireworks Company and contact name: NA

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

Contact the Aurora Fire Prevention Bureau at (630) 256-4130 for approval, permitting and consultation. Contact must be at least 30 days before the event.

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

Contact the Aurora Fire Prevention Bureau at 630-256-4130 for an Operational Permit application.

5) Will you be using or renting tents for your event larger than 10x10? YES NO

Contact the Aurora Fire Prevention Bureau for approval and permit depending on the size and type of the tent(s).

6) Are vendors using open-flame cooking equipment or deep fryers? YES NO

Contact the Aurora Fire Prevention Bureau for a Food Vendor Permit Application.

SET UP / CLEAN UP:

- 1) Set-up contact: DAN WADDICK Cell: 815-922-7108
2) Set-up time: 10/5/17 5pm Breakdown time: 10/9/17 12:00p
3) Clean-up contact: DAN WADDICK Cell: 815-922-7108

FEES AND PROCEEDS:

1) Will admission be charged for this event? YES X NO _____

If yes, how much: Adult 40-85 Seniors _____ Students _____
Children 5 & Under NA Families _____

2) Please indicate vendor fees: Food: VARIES IN PRICE Merchandise: VARIES IN PRICE

3) Will alcoholic beverages be sold? YES X NO _____

If yes, list beverages and pricing:
55 - 12oz

City Clerk must be contacted at (630) 256-3070 regarding liquor permit, fees and proof of dram shop insurance at least 60 days prior to the event.

4) What does the organizer intend to do with any revenue over and above the expenditures? PROCEED BENEFIT MARIE WILKINSON & OFFSET COST OF FEE
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's revenue: 527,000

ENTERTAINMENT AND PROMOTIONS:

A Music Festival Permit is required for live music with attendance of more than 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.
TBD

2) Describe other entertainment / activities planned for your event: BEER SAMPLING, FOOD VENDING

3) How will your event be promoted? Television _____ Radio X Newspapers _____

Posters Flyers Facebook Twitter Website LOCKRABBLEBARFEST.COM
Other _____

PUBLIC PROPERTIES PROCEDURES:

If you are requesting City services please complete the following:

To provide for pedestrian safety, barricades may be required.

1) Will you need barricades? YES NO _____

Location of placement: BLOCKING ENTRANCES OF PARKING LOTS

Amount needed: 12 Date barricades needed: 10/5/17

Time of placement: 3p WILL INSTALL 5p

Name of company providing barricades if other than the City:

STREET DEPARTMENT

Contact the Street Department at 630-256-3680 for scheduling and fees.

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

If yes, number requested: Cardboard trash bins: 30 Liners: 100

Bins are \$6.50 each and liners are \$0.50 each. Special Events at (630) 256-3370 for pick-up and payment.

How will you dispose of all trash generated? YES

If a dumpster is being ordered, provide contact and phone number of company delivering dumpster:

TBD

Where will dumpster be placed? PINNEY ST DIRECTLY NEXT TO CASINO END OF CUL-DE-SAC

When will dumpster be delivered? 10/6/17

When will dumpster be picked up? 10/9/17

3) A street sweeper may be needed to properly clean City property (street, parking lots, etc.) after the event.

Name of company providing street sweeper if other than the City:

N/A

Contact the Street Department at 630-256-3680 for scheduling and fees.

4) Will you have food vendors or animal units? YES NO _____

If so, the Health Department requires potable water for events with live animals

and/or food concessions.

Contact Animal Control at (630) 256-3630 for permits for pony rides, petting zoos or animal related exhibits.

Contact Aurora Fire Prevention Bureau at (630) 256-4130 for Assembly and Vendor Permits.

Contact the Water & Sewer Department at (630) 256-3710 to schedule a hydrant meter.

5) Will you require electrical service? YES _____ NO X

The City of Aurora does not provide generators or have access to 220 V.

Generator contact: TBO

Sound contact: BEN WIERSUM

Contact the Electrical Department at 630-892-1415 for available access to power and fees.

6) Will parking considerations be needed? YES X NO _____

Contact Motor Vehicle Parking Revenue & Collections at (630)256-3580 for info.

Type(s): EXTRA PARKING IN LOT A

Location: _____ Amount: _____

Date: 10/7/17 Time: 11:5p

Will you require street parking to be blocked off prior to the event? Y _____ N X

If so, delineate the area to be blocked? _____

If the event requires street closure, organizers are required to notify all affected residencies and businesses approximately one week prior. A copy of the notification flyer will be provided by the Special Events division. Representatives from the organization are to walk the route, hand deliver flyers and place notices on multi-tenant buildings.

Event organizers are also required to place and remove all *No Parking* signs. Special Events will email the sign template. Signs are to be printed on card stock and placed strategically in the event area to be highly visible to both drivers and pedestrians.

ANY ADDITIONAL INFORMATION YOU FEEL MAY BE NECESSARY TO INCLUDE:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/14/2017

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 have ADDITIONAL INSURED provisions or 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 Stephens Insurance 111 Center Street, Suite 1400 Little Rock, AR 72201 www.stephens.com	CONTACT NAME: Allison Harpole
	PHONE (A/C No. Ext): 501-377-8202 FAX (A/C No): 501-210-4667 E-MAIL ADDRESS: allison.harpole@stephens.com
INSURED Alpha Media Holdings LLC 1211 SW 5th Avenue, Suite 750 Portland OR 97204	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: Vigilant Insurance Company 20397
	INSURER B: Federal Insurance Company 20281
	INSURER C: Chubb Indemnity Insurance Company 12777
	INSURER D: Great Northern Insurance Company 20303
	INSURER E: INSURER F:


COVERAGES **CERTIFICATE NUMBER:** 36157532 **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 MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Incl Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			3603-65-99	4/30/2017	4/30/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Liq -Each Common Cause \$ 1,000,000
D	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			9950-04-74	4/30/2017	4/30/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			7989-46-57	4/30/2017	4/30/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	(18) 7175-53-78	4/30/2017	4/30/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: 2017 Cock-A-Doodle Brew Fest
 The General Liability coverage form provides Additional Insured status to any person or organization when required by written contract per attached Form 80-02-2367 (5/07). The "Other Insurance - Primary/Noncontributory Insurance" clause contained in Form 80-02-2367 (5/07) applies only if required by contract to certificate holders qualifying for additional insured status under the terms and conditions of policy and Form 80-02-2367 (5/07).

CERTIFICATE HOLDER City of Aurora 44 E Downer Pl. 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  Stan Payne
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Liability Insurance

Endorsement

Policy Period 04/30/2017 TO 04/30/2018

Policy Number 3603-65-99 TUL

Insured ALPHA MEDIA LLC

Name of Company VIGILANT INSURANCE COMPANY

This Endorsement applies to the following forms:

GENERAL LIABILITY
LIQUOR LIABILITY

Under Who Is An Insured, the following provision is added.

Who Is An Insured

Additional Insured - Scheduled Person Or Organization

Persons or organizations shown in the Schedule are **insureds**; but they are **insureds** only if you are obligated pursuant to a contract or agreement to provide them with such insurance as is afforded by this policy.

However, the person or organization is an **insured** only:

- if and then only to the extent the person or organization is described in the Schedule;
- to the extent such contract or agreement requires the person or organization to be afforded status as an **insured**;
- for activities that did not occur, in whole or in part, before the execution of the contract or agreement; and
- with respect to damages, loss, cost or expense for injury or damage to which this insurance applies.

No person or organization is an **insured** under this provision:

- that is more specifically identified under any other provision of the Who Is An Insured section (regardless of any limitation applicable thereto).
- with respect to any assumption of liability (of another person or organization) by them in a contract or agreement. This limitation does not apply to the liability for damages, loss, cost or expense for injury or damage, to which this insurance applies, that the person or organization would have in the absence of such contract or agreement.

Liability Endorsement
(continued)

Under Conditions, the following provision is added to the condition titled Other Insurance.

Conditions

**Other Insurance –
Primary, Noncontributory
Insurance – Scheduled
Person Or Organization**

If you are obligated, pursuant to a contract or agreement, to provide the person or organization shown in the Schedule with primary insurance such as is afforded by this policy, then in such case this insurance is primary and we will not seek contribution from insurance available to such person or organization.

Schedule

"AS REQUIRED BY WRITTEN CONTRACT"

All other terms and conditions remain unchanged.

Authorized Representative

