

### SPECIAL EVENT APPLICATION FESTIVAL & EVENT PERMIT

All Special Event Organizers 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 permit per year.

ORGANIZATION: Open Door Health Center <sup>ofc</sup> DATE: 5/17/17

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

CONTACT NAME: Marcos / Mary 630-272-8336

POSITION WITHIN THE ORGANIZATION: Coordinator / Outreach

PHONE NUMBER: 847-695-1093 630-272-8336  
DAYTIME CELL

EMAIL ADDRESS: MaryH@odhcil.org

NAME OF EVENT: National HIV testing day

TYPE OF EVENT (check one): Festival/Fair  Car Show   
Other (specify) STI information and HIV testing

PURPOSE OF EVENT: distribute information to community about Open Door Health Center & provide STI services and information incl. HIV testing

DATE(S) OF EVENT: June 24 (Sat)

EVENT HOURS: 11:00 SET-UP HOURS: 10:30am BREAKDOWN: 2:00

EVENT SITE: (attach site map if necessary) McCarty Park, 350 E. Galena Blvd.  
Aurora IL 60504

PROJECTED ATTENDANCE: 50 PAST ATTENDANCE: -not applicable-

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 6

RAIN POLICY: pop up tent

NUMBER OF YEARS THE EVENT HAS BEEN HELD: 0

HAS THE EVENT APPLIED FOR OR BEEN APPROVED FOR NEIGHBORHOOD FESTIVAL FUNDING? YES  NO

Cheryl Maraffio 630-256-3327

THIS APPLICATION, AND ANY OTHER APPLICABLE DOCUMENTS AS OUTLINED HEREIN, MUST BE REMITTED TO SPECIAL EVENTS NO LATER THAN NINETY (90) DAYS PRIOR TO THE OPENING DAY OF THE EVENT. A detailed site plan may be required. Late or incomplete applications may be denied. Mail application to **Special Events, City of Aurora, 44 East Downer Place, Aurora, IL. 60505** or email to [events@aurora-il.org](mailto:events@aurora-il.org). *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 organizer 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 organizer'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 organizer 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 organizer'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 organizers 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 or email to [events@aurora-il.org](mailto:events@aurora-il.org). 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 Organizer agrees to use the public property at 350 E. Galena Blvd. in Aurora, Illinois, known as McCarty Park, for staging of National HIV Testing Day, the City of Aurora does hereby agree to permit for use, these premises for the date(s) of June 24, 2017 through June 24, 2017, 2017. Organizer does hereby agree to conduct only that business/activity which is described in the Special Event Permit Application, and agrees to all municipal requirements. Organizer 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 organizer 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 organized 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.

**AUTHORIZED SIGNATURES:** I hereby attest that I am authorized to bind the organization 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.***

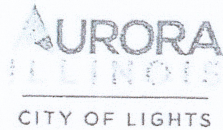
Permit applied for and all terms and stipulations agreed to by:

MARY E HODGES  
Name (please print)

Mary E Hodges  
Signature

Outreach Coordinator  
Signatory Title (if applicable)

5/17/2017  
Date



## SPECIAL EVENT WORKSHEET FOR FESTIVALS & EVENTS

EVENT NAME: National HIV Testing Day

**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 X

Security Company name: N/A

Security Company contact \_\_\_\_\_ Cell: \_\_\_\_\_

Where will security be needed? \_\_\_\_\_

Time security will be needed: \_\_\_\_\_

Will Aurora Police Department officers be requested? YES \_\_\_ NO X  
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? Open Door is a Health Center  
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

Fireworks Company and contact name: \_\_\_\_\_

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

**SET UP / CLEAN UP:**

- 1) Set-up contact: Mary Hodges Cell: 630-272-8336  
2) Set-up time: 10:00 am Breakdown time: 2:00 pm  
3) Clean-up contact: same Cell: \_\_\_\_\_

**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 beverages be sold? YES \_\_\_\_\_ NO

If yes, list beverages and pricing:

*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? NA  
*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: NA

**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.*

\_\_\_\_\_  
NA

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

3) How will your event be promoted? Television \_\_\_\_\_ Radio \_\_\_\_\_ Newspapers \_\_\_\_\_

Posters \_\_\_ Flyers X Facebook X Twitter \_\_\_ Website https://adhcil.org  
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 X

Location of placement: \_\_\_\_\_

Amount needed: \_\_\_\_\_ Date barricades needed: \_\_\_\_\_

Time of placement: \_\_\_\_\_

Name of company providing barricades if other than the City: \_\_\_\_\_

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

2) Will you need additional trash bins? YES \_\_\_\_\_ NO X

If yes, number requested: Cardboard trash bins: \_\_\_\_\_ Liners: \_\_\_\_\_  
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? in quail cans or return to our site

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

Where will dumpster be placed? \_\_\_\_\_

When will dumpster be delivered? \_\_\_\_\_

When will dumpster be picked up? \_\_\_\_\_

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: \_\_\_\_\_

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

4) Will you have food vendors or animal units? YES \_\_\_\_\_ NO X  
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**

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

**Generator contact:** \_\_\_\_\_

**Sound contact:** \_\_\_\_\_

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

**6) Will parking considerations be needed? YES \_\_\_\_\_ NO**

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

**Type(s):** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Will you require street parking to be blocked off prior to the event? Y \_\_\_\_\_ N**

**If so, delineate the area to be blocked?** \_\_\_\_\_

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**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:**

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