

2014 SPECIAL EVENT APPLICATION FESTIVAL & EVENT PERMIT

Any Special Event Organizer 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: The Light of The Heart DATE: 6-4-14

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

FEDERAL EMPLOYER IDENTIFIACION NUMBER: 45-4252684

CONTACT NAME: Melissa Hedlund

PHONE NUMBER: 630-486-4078 630-719-8313 630-281-5374
DAYTIME CELLULAR FAX

EMAIL ADDRESS: mhedlund@thelightoftheheart.org

NAME OF EVENT: 2nd Annual Art Jam

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

PURPOSE OF EVENT/DESCRIPTION: Art Jam is a celebration of the visual arts, art therapy & music held at the beautiful Phillips Park.

DATE(S) OF EVENT: Saturday, September 6th, 2014

EVENT HOURS: 1-4/5 SET UP HOURS: 10-1 BREAKDOWN: 4/5/6

SITE OF EVENT: (attach site map) Phillips Park

PROJECTED ATTENDANCE: 300 PAST ATTENDANCE: 125

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 10-12

RAIN POLICY: will proceed rain or shine

LIST THE NUMBER OF YEARS THE EVENT HAS BEEN HELD: 1 prior

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 **ONE HUNDRED 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 **gmoga@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 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, email to dhakala@aurora-il.org or fax to (630) 256-3409. 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 Phillips Park Pavilion in Aurora, Illinois, known as Phillips Park Pavilion, for staging of Light of the Heart, the City of Aurora does hereby agree to permit for use, these premises for the date(s) of Sept 6, 2014 through Sept 6, 2014, 2014. 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.

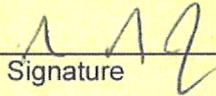
LIABILITY WAIVER: The event organizer agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Aurora, its agents, public officers, 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:

Melissa J. Hedlund

Name (please print)



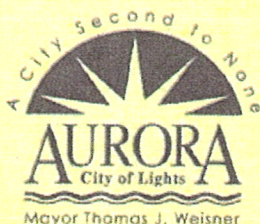
Signature

Executive Director, TLOTH

Signatory Title (if applicable)

10-4-14

Date



2014 SPECIAL EVENT WORKSHEET FOR FESTIVALS & EVENTS

NAME OF EVENT: Air Jam

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? call 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. Contact 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: Melissa Hedlund Cell Phone 630-749-8813
- 2) Set-up time: 10am-1pm Breakdown time: 4/5-6pm
- 3) Name of clean-up contact person: Melissa Hedlund Cell Phone 630-749-8813

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: TBD Merchandise: TBD

- 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 Organizer intend to do with any revenue over and above the expenditures? go towards providing art therapy at TLOTH
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: \$5,000

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.

TBD

2) Describe other entertainment / activities planned for your event: art making stations (e.g. face painting, drawing, etc.)

- *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.theightoftheneed.org

PUBLIC PROPERTIES PROCEDURES:

If you are requesting city services please complete the following:

1) Will you need barricades? YES _____ NO X

Purpose of barricades: _____

Location of placement: _____ Amount needed: _____

Date barricades needed: _____ Time of placement: _____

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 X

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

Contact the Sanitation at (630) 256-3772 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 630-256-3680 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 X

Generators are required for live music and carnivals to be provided by organization.

Contact information providing generator: _____

Contact information providing sound system: _____

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 X _____

Type(s): _____

Location: _____ Amount: _____

Date: _____ Time: _____

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

ANY ADDITIONAL INFORMATION YOU FEEL MAY BE NECESSARY:

