



## City of Aurora Walks & Runs Events on City Property Permit Application

Any organization requesting municipal approvals of services, assistance, or other support for a run/walk event, needs to completely fill out this application and provide a copy of the route(s) and all other information in full regarding the run/walk event, and attaching any other necessary documentation. Submittal of the application does not guarantee approval. Organizations are limited to one request per year. Applications submitted without all of the necessary information/ documentation will be returned. **This application needs to be submitted at least 90 days prior to the event.**

### Event Priority

#### City Sponsored Events

City of Aurora events have priority in use of any City property or right-of-way. Other applications for Special Event Permits are processed in order of receipt, and the use of a particular area in general allocated in the order in which fully executed applications are received, and in accordance with considerations in the City uses in deciding on the issuance of a permit as set forth below.

#### Annual Events

Applicants who have held an event in the previous year(s) have the first priority for the same time and location. This shall not apply if the event did not follow set guidelines the previous year.

**NOTE: Walks and Runs are limited to two in any given weekend.**

### Section A. Event Organizer Information

- Name of Sponsor Organization: The Wheatlands Wolves Date: 2.10.18  
PTO
- Status (x one): Not for Profit 501 (c) 3  School  Private for Profit  Other: \_\_\_\_\_
- Organization Address: 2290 Barrington Drive West Aurora 60503
- Contact Name: Cher Vlach Email: abctutor1@sbcglobal.net
- Business Phone: \_\_\_\_\_ Cell Phone: 630 561-3229 Fax#: \_\_\_\_\_

### Section B. Event Description

- Name of Event: The Bunning of the Wolves 5K Date of Event: May 6, 2018
- Describe Purpose of Event: Fundraiser for The Wheatlands Elementary School
- Event Set-Up Time From: 6am To: 8am Event Hold Time From: 8am To: 10am Event Breakdown Time From: 10am To: 12pm
- Event Type (x all that apply) Run  Walk  Other (describe): \_\_\_\_\_

5. Distance (x all that apply): 5K  10K  Half Marathon  Full Marathon  Other: \_\_\_\_\_

6. Expected Participants 350 # of Staff/Volunteers 40 # of Past Years Held 8 # of Participants Last Year 250

### Section C. Event Logistics

#### 1. Security Plan

The Aurora Police Department will review this application to determine the number of officers that may be required to provide traffic control and safety for this event.

Does the event have an additional security plan? Yes  No

If yes, please specify the details: \_\_\_\_\_

#### 2. Medical Assistance Plan

What is the event plan for providing medical assistance? Registered nurse with AED on site

#### 3. Street Closures

Will streets need to be closed? Yes  No

If yes, please specify the details: \_\_\_\_\_

#### 4. Barricades

Will you need barricades? Yes  No  Purpose: \_\_\_\_\_

Amount: \_\_\_\_\_ Day Needed Placed: \_\_\_\_\_ Time needed placed: \_\_\_\_\_

#### 5. Parking

What is the event plan for parking? Parking is available on school property and neighboring side streets

#### 6. Clean Up

Will you need cardboard trash bins? Yes  No  # Requesting: \_\_\_\_\_

If yes, bins are purchased through Special Events at \$6.50 each/liners \$.50 each

If you will be using a dumpster, please provide the contact, phone number, and name of the company delivering the dumpster: \_\_\_\_\_

#### 7. Electrical Service

Are you requesting electrical service? Yes  No

What do you need? \_\_\_\_\_ Equipment utilized? \_\_\_\_\_

8. What is the event plan inclement weather? Event will proceed rain or shine.

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## Section D. Entertainment, Promotions, and Additional Information

A Music Festival Permit is required for live music with attendance over 350 people. The City Clerk's Office must be contacted regarding a Musical Festival Permit and fee.

1. List names of performers and entertainment groups: \_\_\_\_\_

2. Describe other entertainment/activities planned for your event: \_\_\_\_\_

3. How will your event be promoted? TV \_\_\_ Radio \_\_\_ Newspapers \_\_\_ Posters \_\_\_ Flyers \_\_\_  
Facebook \_\_\_ Twitter \_\_\_ Website \_\_\_ Additional Information \_\_\_\_\_

4. Food: Prepared food may require a permit. Contact (630) 444-3040 or [www.kanehealth.com](http://www.kanehealth.com).

5. Commercial Tent Permit: Call Building & Permits for permit application instructions and fees.

### 9. Fees

Will there be a registration charge for this event? Yes  No

List the fee amount for each category of registration that is applicable to this event.

Early: \$25 Regular: \$30 Day of/On Site: \$30 adult / \$10 students  
Adult: \$25/\$30 Seniors: \$25/\$30 Students/Youth/Kids: \$10 (K-5) Other: \_\_\_\_\_ K-5





Association Insurance Management, Inc.  
your partner for insurance and risk solutions

**MEMBER CERTIFICATE OF INSURANCE**

2/13/18

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Insured #: IL102548

**NAMED INSURED MEMBER:**

The Wheatlands Wolves PTO  
Attn: Kelly Schwartz or Current Officer  
2290 Barrington Drive  
Aurora, IL 60503

**Named Insured & Mailing Address**

Education Support Purchasing Group  
c/o AIM  
P.O. Box 674051  
Dallas TX, 75267-4051

**PRODUCER NAME**

AIM Association Insurance  
Management, Inc.  
PO Box 674051  
Dallas TX, 75267-4051

Company / Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance	
Tudor Insurance Company / Commercial General Liability	CPG1036910	10/1/17 - 10/1/18	\$ 0	Each Occurrence	\$1,000,000
				General Aggregate	\$2,000,000
				Products - COMP/OPS - Subject to General Aggregate	Included
				Personal & Advertising Injury	\$1,000,000
Tudor Insurance Company / Medical Payments	CPG1036910	10/1/17 - 10/1/18	\$ 0	Fire Damage (any one fire)	\$50,000
				Any One Person	\$10,000
Tudor Insurance Company / Non-profit Prof Liability (Officers Liability)*	CPG1036911	10/1/17 - 10/1/18	\$ 1,500	Aggregate	\$1,000,000
	Retro-active Effective Date:	10/1/14			
Tudor Insurance Company / Comm'l Crime & Fidelity (Bond)	CPG1033242	10/1/17 - 10/1/18	\$ 250	Each Occurrence	\$10,000

City of Aurora Illinois is added as an additional insured on a primary and non-contributory basis for General Liability only.  
Event: The Running of the Wolves 5K Run/Walk  
Date/Time: May 6, 2018 6:00am - 10:00am

**Certificate Holder:**

City of Aurora Illinois  
44 E. Downer Place  
Aurora, IL 60506

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any, complete the above numbered policy. Copies of the Master Policies are available upon request or may be printed at [www.aim-companies.com](http://www.aim-companies.com)

**AUTHORIZED REPRESENTATIVE**

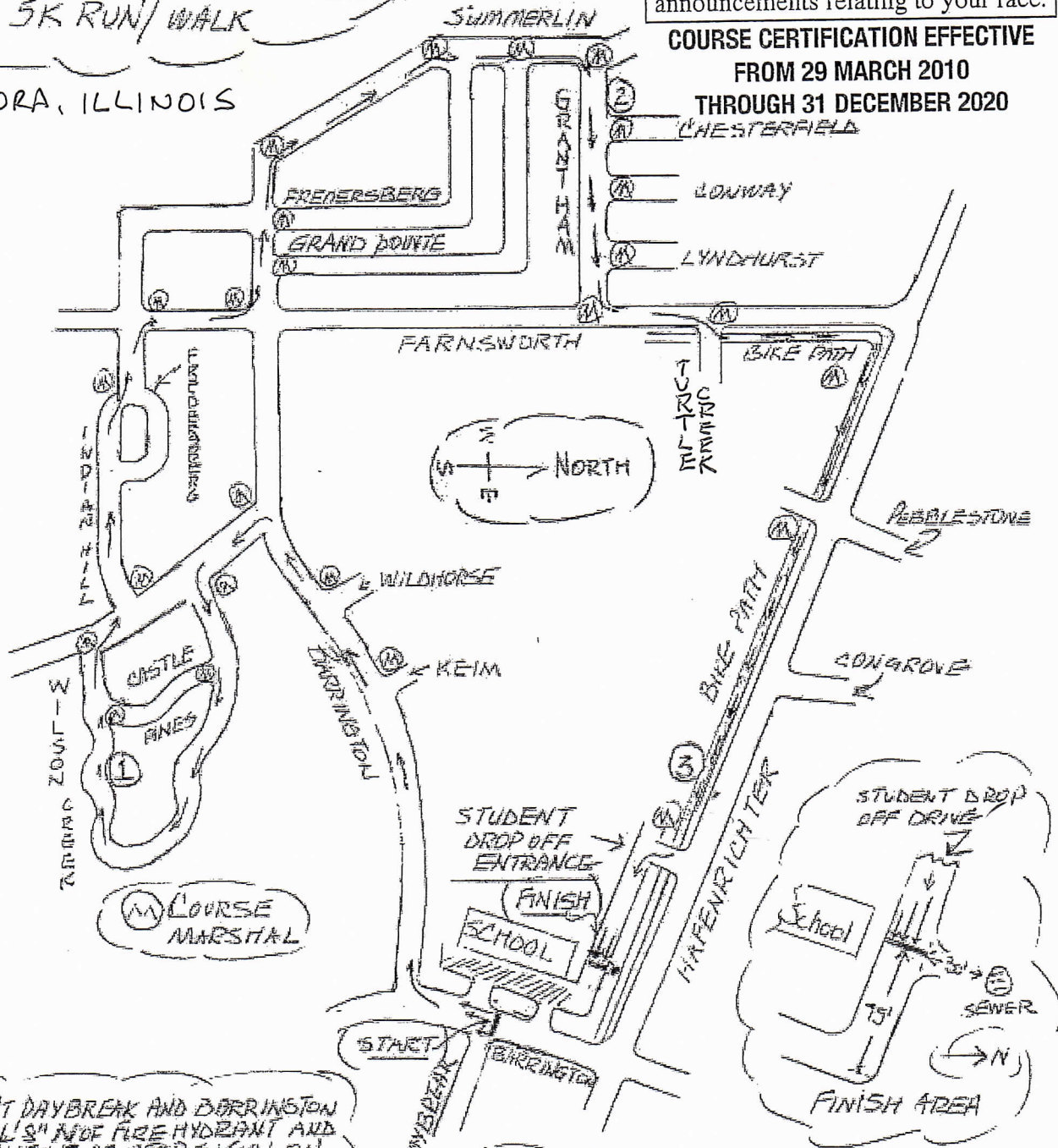
# IL-10012-JW

Notice to Race Director: Use this Certification Code in all public announcements relating to your race.

**COURSE CERTIFICATION EFFECTIVE  
FROM 29 MARCH 2010  
THROUGH 31 DECEMBER 2020**

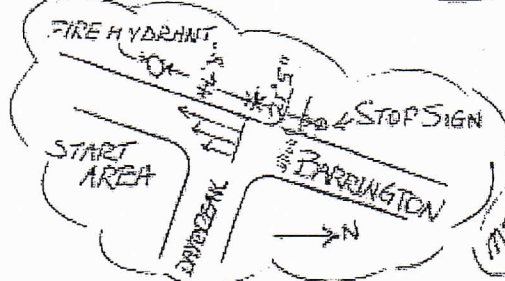
## THE WHEATLANDS ELEMENTARY RUNNING OF THE WOLVES 5K RUN/WALK

AURORA, ILLINOIS



START AT DAYBREAK AND BARRINGTON  
44'S" W OF FIRE HYDRANT AND  
21'5" S OF STOP SIGN ON  
BARRINGTON

- 1 MILE WEST EDGE OF DRIVEWAY  
AT 2356 WILSON CREEK
- 2 MILE 3' EAST OF FIRE HYDRANT  
ON GRANTHAM AT CHESTERFIELD
- 3 MILE ON BIKE PATH 33' NW  
FIRST TELEPHONE POLE NW  
OF STUDENT DROP OFF ENTRANCE
- FINISH ON DRIVE N SIDE OF SCHOOL



MEASURED 5-26-10  
DICK LOWENBERGER



## City of Aurora Run/Walk Event Permit Application

**This application, with a detailed site plan attached, and any other applicable documents as outlined herein, must be received in the Community Services Dept. no later than 90 days prior to the opening day of the event.** Late or incomplete applications may be denied. Mail application to **City of Aurora Special Events, 44 East Downer Place, Aurora, IL 60505**, or send by email to [events@aurora-il.org](mailto:events@aurora-il.org) or fax to **(630) 256-3379**. The application will be reviewed and if complete, will be forwarded to the appropriate Divisions, Departments, and Committees for consideration of approval.

**HOLD HARMLESS CLAUSE:** The run/walk event sponsor 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 sponsor'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 run/walk event sponsor 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 sponsor's use of public property or operation of the event as set forth in the application for run/walk/bike permit.

**INSURANCE REQUIREMENTS:** Proof of insurance is required of all run/walk event sponsors prior to the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a certificate of insurance along with your completed application to the City of Aurora Special Events, 44 East Downer Place, Aurora, IL. 60505, or send by email to [events@aurora-il.org](mailto:events@aurora-il.org) or fax to (630) 256-3379. 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 run/walk event sponsor agrees to use the public property at 2290 Barrington Dr. West in Aurora, Illinois known as The Wheatlands Elem., for staging of The Running of the Wolves 5K the City of Aurora does hereby agree to permit for use, these premises for the date(s) of May 6, 2018 through May 6, 2018. Sponsor does hereby agree to conduct only that business/activity which is described in the run/walk permit application, and agrees to all municipal requirements. Sponsor 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 run/walk event sponsor 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 sponsored 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 sponsor 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 regulation outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility, and all other aspects of staging a run/walk 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 run/walk event.**

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

<u>Cher Vlach</u>	<u>Cher Vlach</u>
Name (please print)	Signature
<u>Race Director</u>	<u>2/10/18</u>
Signatory Title (if applicable)	Date