



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: The light of The heart DATE: 7/5/17

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

CONTACT NAME: Melissa Hedlund Nelson

POSITION WITHIN THE ORGANIZATION: Executive Director

PHONE NUMBER: 630-749-8313 630-749-8313

EMAIL ADDRESS: mhedlund@thelightoftheheart.org

NAME OF EVENT: Art Jam

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

PURPOSE OF EVENT: Art + music festival, educate community about art therapy.

DATE(S) OF EVENT: 10/10/17

EVENT HOURS: 5pm-8pm SET-UP HOURS: 3pm-5pm BREAKDOWN: 8pm-9pm

EVENT SITE: (attach site map if necessary) Millennium Plaza - Stolp Ave.

PROJECTED ATTENDANCE: 200 PAST ATTENDANCE: 200-250

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 12

RAIN POLICY: event will proceed or be cancelled if raining

NUMBER OF YEARS THE EVENT HAS BEEN HELD: 3 previous

HAS THE EVENT APPLIED FOR OR BEEN APPROVED FOR NEIGHBORHOOD FESTIVAL FUNDING? YES _____ NO - not this year but we have received festival funding in the past

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. *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. 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 Millennium Plaza in Aurora, Illinois, known as Millennium Plaza, for staging of Art Jam, the City of Aurora does hereby agree to permit for use, these premises for the date(s) of 10/10/17 through 10/10/17, 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:

<u>Melissa Hedlund Nelson</u> Name (please print)	<u></u> Signature
<u>Executive Director</u> Signatory Title (if applicable)	<u>7/5/17</u> Date



SPECIAL EVENT WORKSHEET FOR FESTIVALS & EVENTS

EVENT NAME: Art Jam

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: _____

Security Company contact _____ Cell: _____

Where will security be needed? _____

Time security will be needed: _____

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? 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

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 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: Melissa Hedlund Nelson Cell: 630-749-8313
2) Set-up time: 3pm - 5pm Breakdown time: 8pm - 9pm
3) Clean-up contact: Melissa Hedlund Nelson Cell: 630-749-8313

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: N/A 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? go towards art therapy programming @ 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's revenue: \$4,000

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.

teen bands will be performing

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

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

Posters Flyers Facebook Twitter Website theightoftheheart.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

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 _____

If yes, number requested: Cardboard trash bins: 2 Liners: 2
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? we will throw it away in our dumpster

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

Where will dumpster be placed? N/A

When will dumpster be delivered? N/A

When will dumpster be picked up? N/A

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
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? _____

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:

This will be our 4th year holding Art Jam. our goal is to celebrate our youth through music + art. All funds raised will go towards TLOTH programming. This is a free event + family focused. It will coincide w/ First Fridays in downtown Aurora.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/05/2017

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley, CA 95945 Phone: (530) 477-6521 Email: info@theeventhelper.com	THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED The Light of The Heart Melissa Hedlund Nelson 2088 Northland Lane Yorkville, IL 60560	INSURER A: Evanston Insurance Company	35378
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR/ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	Y	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> Retail Liquor Liability	3DS5455-M1411944	10/06/2017	10/07/2017	EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE	\$ 1,000,000
			3DS5455-M1411944	10/06/2017	10/07/2017	MED EXP (Any one person)	\$ 5,000
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				BODILY INJURY (Per accident)	\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				PROPERTY DAMAGE (Per accident)	\$
		OTHER				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN EA ACC AGG	\$
						EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
							\$
						WC STATUTORY LIMITS	
						OTHER	
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.
 Attendance: 200, Event Type: Art Festival .

CERTIFICATE HOLDER

City of Aurora
 Millenium Plaza
 Stolp Ave.
 Aurora, IL 60505

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, ~~BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.~~

AUTHORIZED REPRESENTATIVE *Will Maddux*

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
City of Aurora Millenium Plaza Stolp Ave. Aurora, IL 60505
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.