



SPECIAL EVENT WORKSHEET FOR FESTIVALS & EVENTS

EVENT NAME: Holiday Festival of Lights

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? 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: George Ball Cell: 630 935 2123
2) Set-up time: S.a. Breakdown time: S.a.
3) Clean-up contact: George Ball Cell: 630 935-2123

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? DISPLAY ENHANCEMENT & DONATIONS TO SOLCB ORGANIZATIONS
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: S.a.

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.

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

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

Posters___ Flyers ☒ Facebook ☒ Twitter___ Website Aurora Festival of Lights . 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: S.a.

Amount needed: 8-10 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: _____ 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? _____

If a dumpster is being ordered, provide 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 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 ☒

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 required street closure, approximately one week prior, organizers are required to notify all affected residencies and businesses. 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:
