



**The organizer of a special event must fill out the application and return it to the Special Events Bureau no less than 60 business days prior to the start of the event.**

### **What is an Event?**

Any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks or public roadways in a manner that varies from its current land use. It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the communities surrounding the events.

A permit will not be approved for the primary purpose of advertising a product, goods or services, and is designed to be held primarily for profit.

### **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 is generally allocated in the order in which fully executed applications are received, and in accordance with considerations 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 have the first priority for the same time and location. This right shall not apply if the event did not follow set guidelines the previous year.

### **Permit Process**

The permit application process begins when you submit a completed Special Event Permit Application to the City of Aurora. Keep in mind that receipt of your application should in no way be construed as final approval or confirmation of your request. A representative from the

City will contact you upon receiving the application and thereafter will serve as your primary point of contact for the processing of your permit. Copies of the application are forwarded and reviewed by all affected City departments and/or public agencies. You may be contacted individually by these departments or agencies only if they have specific questions or concerns about your event. Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates. During the initial application reviewing process, you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, secondary permits, etc.). These items must be received before issuing a Special Event Permit. Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner. Due to the many changing components of an event, in most cases, Special Event Permits are issued only a few days in advance of the event date.

### **City of Aurora Non-Discrimination Statement**

The City of Aurora does not discriminate on the basis of race, color, national origin, sex, religion, disability status or age in provision of services

### **Compensation for City Staffing**

Depending on the size and type of event, the City may require personnel including Police and/or Fire to work the event. The cost of all City personnel involved during the day(s) of the event will be charged back to the organizing agency. The City shall determine the number necessary to ensure the safety of participants, minimize the inconvenience to our residents and reduce the public liability exposure to the organizing agency, as well as the city. An invoice for the cost of City Services will be transmitted to the organizing agency within sixty (60) working days after the completion of the event.

City of Aurora  
Special Event Permit Application



Special Event Permit – Form B –  
Procession, March, Bicycle Race, Walk, Run

Date Received _____
Permit #18 _____

Applicant Information

Name of Event: Tour de Cure

Organization: American Diabetes Association

Status: Unincorporated \_\_\_\_\_ 501c3  501c6 \_\_\_\_\_ Other \_\_\_\_\_

Applicant Name: Christina Manelli

Position within the Organization: Assoc Director, Development

Mailing Address (City, State, Zip): 55 E Monroe Ste 3420 Chicago, IL 60603

Work #: 312-346-1805 ext 6568 Cell#: 763-670-6728 Email: cmanelli@diabetes.org

Description of the Event

Provide brief description here:  
Bike ride, running and walking event to raise funds for diabetes research, advocacy, education and programs.

Event Date: 6/10/18 Event Start Time 5am Event End Time 4pm

Event Hours: 5am-4pm Set-up Begins 3am-5am Clean-up Ends 4pm-7pm

Event Site (attach route map): River Edge Park, Aurora, IL

Event Venue Address: 360 N. Broadway St. Aurora, IL 60505

Estimated Attendance: 1,500 Past Attendance: 1,500

Does the event have a Twitter, Instagram, Facebook or other Social Media networking page? Yes  No \_\_\_\_\_

If yes, list URL(s): www.facebook.com/ADAChicago/

Number of years the event has been held: 19

Has the event applied for, or been approved for Neighborhood Festival Funding? Yes \_\_\_\_\_ No



### City Services

The City of Aurora does not provide amenities such as portable restrooms, sound systems, radios, tables, chairs, tents, canopies or other equipment.

### Security & Public Safety Plan

*The Aurora Police Department will review the request and determine the necessary number of police personnel. Once the determination has been made Special Events will contact you with an approximate cost of services. APD will invoice within two weeks of the event.*

Will you be providing additional private on-site security? Yes \_\_\_\_\_ No X

Security Company Name: N/A

Security Company Contact: N/A Cell: N/A

Where will security be needed? N/A

Time security will be needed: N/A

### First Aid

Please indicate what arrangements you will make for providing first aid staffing and equipment during your event.

Emergency Medical Service Provider Name: Superior Ambulance  
*If requesting Aurora Fire Department assistance the same procedure as above applies.*

Phone Number: 630-903-2278 Site Location: onsite at RiverEdge Park

Times of Operation: From 5am To 4pm

### Public Property Refuse and Cleanup

Will you need additional trash bins? Yes \_\_\_\_\_ No X

If yes, number requested: Cardboard trash bins (\$6.50 ea.): \_\_\_\_\_ Liners (\$.50 ea.): \_\_\_\_\_  
*Contact Special Events at (630) 256-3370 for pick-up and payment.*

How will you dispose of all trash generated? Volunteers will dispose of garbage in appropriate recepticals.  
*The City of Aurora does not dispose of trash.*

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

Where will dumpster be placed? N/A

When will dumpster be delivered? N/A



**Recycling Rules**

- No bottles will be permitted on city property
- The use of Styrofoam containers for food and beverage is prohibited at special events
- It is strongly encouraged to provide recycling containers at all events

**Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, cans and event signage. The cost of any employee time incurred due to an applicant's failure to clean and /or restore the site following the event will be borne by the applicant. If you reasonably believe that no litter will be generated during your event, please state this in your plan.**

**Public Property Cleanup**

Will the event site need street sweepers prior to or after the event? Yes X No \_\_\_\_\_

Specify: \_\_\_\_\_ Prior X Conclusion

Name of company providing street sweeper if other than the City:

\_\_\_\_\_ *If COA, a fee will be charged per the staffing chart.*

**Voice/Music Amplification**

Will your event include musical entertainment? If yes, answer the following questions and attach schedule of any music or entertainment proposed to occur during the event. Yes X No \_\_\_\_\_

If yes, indicate the number of stages, number of bands and type of music:

Number of stages: 1 Number of bands: 2-3 Type(s) of music: Family friendly

If your event requires amplified sound please indicate times: Start Time: 5:30am End Time: 4pm

*A Music Festival Permit through the City Clerk's office is required for live music with attendance of more than 350 people.*

*Please note that the volume of the sound is required to be controlled as that it is not unreasonably loud, raucous, or disturbing to a reasonable person. An Aurora Police Officer may determine that noise during a permitted event is offensive to others and may require applicant to stop or turn down the volume. Also, APD may order musical entertainment to cease because it may incite a crowd to become unruly and risks injury.*



### Tents

If tents will be used for this event, please list sizes and types below:

Size: 10 x 10 Type: Pop-up Size: \_\_\_\_\_ Type: \_\_\_\_\_  
Size: \_\_\_\_\_ Type: \_\_\_\_\_ Size: \_\_\_\_\_ Type: \_\_\_\_\_

Pavement Holes/Marring: Drilling into pavement (parking lots, streets, sidewalks, curbs, etc.) is strictly prohibited. All tents are required to be weighted down. Anchoring must be accomplished with weights, such as sandbags, concrete or water filled barrels.

### Vendors

A vendor is anyone who is serving, selling, sampling or displaying food, beverages, merchandise or services.

Does the event include vendors: Yes  No  (On site at River Edge Park)

An applicant having any food service must contact the appropriate Health Department for approval of any food preparation or service. All vendors must remove their own refuse and grease.

Does the event include food concession and/or cooking areas? Yes  No

If yes, please fill out the Fire Prevention Operational Permit: <https://www.aurora-il.org/DocumentCenter/Home/View/425>

**Fire Code requires a fire extinguisher at each cooking location.**

Does the event include mechanical rides, moonwalks or other attractions? Yes  No

If yes, company name? N/A

List details, if any: N/A

Applicants contracting with amusement ride companies are required to provide the City Aurora with a certificate of insurance naming the applicant and the City of Aurora as additional insured on general liability. The applicant must agree that any structures, which are to be placed on the public right of way, shall not be situated or constructed so as to present any physical threat to pedestrians traversing the public right of way in the vicinity of said structures.

### Portable Restrooms and Sinks

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. The City of Aurora Special Events Division recommends on (1) portable toilet for every 250 people or portion thereof who attends your event. Ten percent (10%) of these facilities should be ADA accessible. This figure is based upon the maximum number of attendees at your event during peak time. The City of Aurora may determine the total number of required restroom facilities on a case-by-case basis.

If you plan to provide portable restrooms at your event, please indicated the number below:  
Number of portable toilets: 15 Number of ADA accessible portable toilets: 8 (At River Edge Park  
8 rest stops)

If no, please explain: \_\_\_\_\_

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Portable sinks are required at portable toilet locations if the event has four (4) or more food vendors. Otherwise all portable toilets must have hand sanitizers inside the units.

Restroom Company: Service Sanitation Phone: 800-909-5646

Equipment Setup: Date/Time: Saturday 6/9/18 after 12pm

Equipment Pickup: Date/Time: Sunday 6/10/18 after 4pm

**Crisis Management Plan**

Name of Person responsible for notifying Emergency Services: Amber De Fago

Phone number: 843-810-1903 Contact Method: Day of Event Cell Phone

Method event staff and volunteers will use to communicate with each other: walkie Talkies on site and cell phones as back up

**Electrical Plan**

Will you require electrical service? Yes \_\_\_\_\_ No X  
*The City of Aurora does not provide generators or have access to 220 V.*

Generator contact: N/A

Sound contact: N/A

Service required beyond that which is generally available must be provided and arranged for by the applicant. Restrictions may apply to specific sites. Generators CANNOT be refueled within the event site during the event operating hours.

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Road Closures (WALK/RUN)

Please provide a detailed route map/site plan for the event with this application.

Will the event require any road closures? Yes  No

If yes, please fill in the following information:

Street North Broadway From River Edge Park Entrance To East Benton St.

Date 6/10/18 Times: From 10:30am To 11am

Street South River St. From West Benton St. To West Downer Pl

Date 6/10/18 Times: From 10:30am To 11am

Street North River St. From Spruce St. To Vine St

Date 6/10/18 Times: From 10:30am To 11:15am

\* Street West Illinois Ave. From East of Prisco Community Center To Mr. Wonderful Motor Sports

Date 6/10/18 Times: From 10:30am To 11:15am

Street \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Date \_\_\_\_\_ Times: From \_\_\_\_\_ To \_\_\_\_\_

Street \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Date \_\_\_\_\_ Times: From \_\_\_\_\_ To \_\_\_\_\_

Street \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Date \_\_\_\_\_ Times: From \_\_\_\_\_ To \_\_\_\_\_

\*If deemed necessary the applicant must post "No Parking" signs along city roads where public parking spaces exist with the event site. The City requires that the event use City-owned signs that may be checked out from and returned to the City of Aurora Special Events Division within one week of check out date. If signage is lost stolen or damaged, the applicant will reimburse the City of Aurora \$5.00 per sign. The applicant will be fined \$100.00 if the signs are not taken down within 12 hours of the end of the event.

\*Not applicable to all events.

\* Where the Fox River Trail stops to cross over West Illinois Ave. to head East and cross over the Fox River.



**Parking**

Will parking considerations be needed? Yes \_\_\_ No X

Will you require street parking to be blocked off prior to the event? Yes \_\_\_ No X

If yes, type(s): Parking Lot \_\_\_ On Street Parking \_\_\_

Location(s): Parking available at the Metra Lot across River Edge Park.

Number of spaces: N/A

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

**Traffic Barricades**

To provide for the safety of the participants and the public, barricades may be required.

Will you need barricades? Yes X No \_\_\_

Location of placement: TBD

Amount needed: TBD Date barricades needed: TBD

Time of placement: TBD

Name of company providing barricades if other than the City: Road Safe

Does the event restrict access to any private or public parking lots? Yes \_\_\_ No \_\_\_

If yes, the applicant must provide a signed letter of consent from the private parking lot owners. This letter must be submitted to the Special Events Division before the Special Event Permit will be issued.

**Resident and/or Business Notification**

Events that require road closures, or may cause disruption for City of Aurora residents, businesses, churches, etc., must mail or hand deliver notification to the affected parties no later than 10 days prior to the event. Notices must reflect the date(s), day(s), times(s) and location(s) of the event, along with event details and the event coordinator's contact information. **Please provide a sample of the notice and a proposed list of recipients by geographical location with your application.**

Road closure notification verification: Date: 5/28/18 Method: Letter: mail or hand delivered







## Special Event Insurance Requirements

- The City of Aurora requires submission of a Certificate of Insurance along with the
- Special Events Application prior to review by the City's Government Operations Committee.
- The Certificate of Insurance must include the following **minimum** limits of insurance coverage required for special events on City property:
  - **\$1,000,000 coverage per occurrence**
  - **\$2,000,000 aggregate coverage for general liability**
- The City of Aurora must be named on the Certificate of Insurance as **primary, non-contributory additional insured** under the general liability policy for the event.
- The Certificate of Insurance must include the name of the special event, and the date, time and location of the event.
- The City of Aurora reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.
- No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.

Any questions regarding insurance requirements should be directed to the City's Risk Management Division, at (630) 256-3430



**2018 Special Event City Services Fees\***

DEPARTMENT	REQUEST	FEE	REQUIREMENTS
Electrical	Power at reviewing stand, vendors or misc. when available	TBD	Contact Electrical 220 V power not available
Fire	Paramedic (2)	\$ 103.84 hr. for 2	Minimum 3 hrs.
Parking	Parking Considerations	TBD	N/A
Police	Off-Duty Officer	\$51.75 hr.	Minimum 3 hrs.
	Overtime Officer	\$70.125 hr.	Minimum 3 hrs.
	Officer and Sergeant billed at same rate		
Special Events	Cardboard Containers	\$6.50 each	N/A
	Liners	\$3.25 for roll of 25	
Streets	Street Sweeper Saturday	\$125.00 hr.	Minimum 3 hrs.
	Street Sweeper Sunday or holiday	\$175.00 hr.	Minimum 3 hrs.
Water & Sewer	Water Hookup (required for vendors or animals)	\$1,600.00	Refundable deposit required for hydrant meter. You will be billed only for the amount of water used.

*\*Fees subject to change without notice*



**Additional Permit Information**

DEPARTMENT	REQUEST	DESCRIPTION	REQUIREMENTS
City Clerk	Liquor Permit	Temporary liquor license from the City of Aurora and State of Illinois	The State license takes at least 30 days and can only be submitted after the City license has been issued
Fire Prevention	Assembly/Operational Permit	Required for Carnival, Fair, Circus and Special Amusement	Application
Fire Prevention	Food Vendor Permit	Vendors using flame or open grill	Application
City Clerk	Carnival Permit	For the operation of carnivals	Application Requires Government Operation Action
City Clerk	Music Festival Permit	Any combination of shows or acts, that provide live musical entertainment, whether carried on, or engaged in, or conducted in any field, park or outdoor space	Application required for events of more than 350 people and required City Council action
Special Events	Millennium Plaza Permit	Use of Millennium Plaza for an organized event	Application required to reserve space
Phillips Park	Park Permit	Use of any City Park or the Phillips Park Pavilion	Application required to reserve space

Helpful Links:

[City Clerk/Music Festival Permit](#)

[City Clerk/Temp Liquor Permit](#)

[Fire Prevention/Fireworks](#)

[Fire Prevention/Assembly](#)

[Special Events](#)

[Phillips Park](#)



**Special Event City Services Contact List**

DEPARTMENT	SERVICE	CONTACT	PHONE	EMAIL
Animal Control	Permit for pony rides and petting zoos	Animal Control	630-256-3630	<a href="mailto:animalcontroldivision@aurora-il.org">animalcontroldivision@aurora-il.org</a>
City Clerk	Temporary Liquor Permit	City Clerk's Office	630-256-3070	<a href="mailto:cityclerk@aurora-il.org">cityclerk@aurora-il.org</a>
	Music Festival Permit			
	Carnival Permit			
Electrical	Electrical Service	Scott Miller	630-892-1415	<a href="mailto:smiller@aurora-il.org">smiller@aurora-il.org</a>
Fire	Paramedics	Roseanne Hernandez	630-256-4000	<a href="mailto:rhernandez@aurora-il.org">rhernandez@aurora-il.org</a>
Fire Prevention	Fireworks Permit	Jon Spanu	630-256-4130	<a href="mailto:jspanu@aurora-il.org">jspanu@aurora-il.org</a>
	Operational Permit			
	Food Vendor Permit			
Parking	Parking Considerations	Charlie Koch	630-256-3650	<a href="mailto:ckoch@aurora-il.org">ckoch@aurora-il.org</a>
Police	Security		630-256-5708	<a href="mailto:gaffinos@apd.aurora.il.us">gaffinos@apd.aurora.il.us</a>
	Traffic Control	Sgt. Dan Woods	630-256-5332	<a href="mailto:woodsd@apd.aurora-il.org">woodsd@apd.aurora-il.org</a>
Sanitation	Cardboard Containers	Mike Nelson	630-256-3370	<a href="mailto:mnelson@aurora-il.org">mnelson@aurora-il.org</a>
Streets	Barricades	Tim Forbes Dee Basile	630-256-3680	<a href="mailto:tforbes@aurora-il.org">tforbes@aurora-il.org</a> <a href="mailto:dbasile@aurora-il.org">dbasile@aurora-il.org</a>
	Street Sweeper			



**FORM B EVENT PERMIT APPLICATION ADDENDUM**

If your event will be utilizing a route and/or going through one or more of the jurisdictions listed below, please check **all appropriate boxes** that apply for that jurisdiction's requirement. In each jurisdiction listed below, if the question(s) **do not** apply, please leave the boxes blank.

Municipalities, Villages, and Organizations	Application Approved?		Fee Paid?		Certificate of Insurance Submitted?		Waiver of Liability Submitted?		Route Map Approved?		Location of Aid Stations Provided?		List of Vendors Submitted?	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
RiverEdge Park	X				X									
Fox Valley Park District														
Village of North Aurora														
City of Batavia					X		X		X					
Batavia Park District	X				X				X					
City of Geneva					X									
Geneva Park District														
City of St. Charles					X									
St. Charles Park District	X				X									
Kane County Forest Preserve					X									
Village of Montgomery	X													
Village of Oswego					X									
Oswegoland Park District	X				X									



**RUN/WALK EVENT PERMIT APPLICATION ADDENDUM**  
**MUNICIPALITIES, PARKS, AND OTHER ORGANIZATIONS CONTACT INFORMATION**

**River Edge Park**

Rose Quealy, Vice President of Productions  
(630) 631-5741  
[roseq@paramountarts.com](mailto:roseq@paramountarts.com)

**Village of North Aurora Police Department**

David Fisher (630) 897-8705  
[dfisher@vil.northaurora.or](mailto:dfisher@vil.northaurora.or)

**Fox Valley Park District**

John Kramer, Director of Parks  
(630) 897-0516  
[jkramer@fvpd.net](mailto:jkramer@fvpd.net)

**Village of Montgomery**

Debbie Buchanan, Deputy Clerk  
(630) 896-8080  
[Buchanan@ci.montgomery.il.us](mailto:Buchanan@ci.montgomery.il.us)

**Batavia Park District**

Becca Atkins, CPRP  
(630) 879-5235, Ext. 2062  
[Beccaa@bataviaparks.org](mailto:Beccaa@bataviaparks.org)

**City of Batavia Police Department**

Glenn Autenrieth, Deputy Chief  
(630) 454-2500  
[gautenri@cityofbatavia.net](mailto:gautenri@cityofbatavia.net)

**Geneva Park District**

Larry Gabriel  
(630) 232-0605  
[lgabriel@genevaparks.org](mailto:lgabriel@genevaparks.org)

**City of Geneva Police Department**

Eric Passarelli, Police Chief  
(630) 232-4736  
[passarelli@geneva.il.us](mailto:passarelli@geneva.il.us)

**St. Charles Park District**

Laura Rudow, Superintendent of Parks & Planning  
(630) 513-4344  
[lrudow@stcparks.org](mailto:lrudow@stcparks.org)

**City of St. Charles Police Department**

Erik Mahan, Commander of Traffic & Special Events  
(630) 443-3841  
[emahan@stcharlesil.gov](mailto:emahan@stcharlesil.gov)

**Oswegoland Park District**

Brian Everhart (630) 554-4479  
[beverhart@oswegolandpd.org](mailto:beverhart@oswegolandpd.org)

**Village of Oswego**

Tina Touchette, Village Clerk  
(630) 554-3618  
[ttouchette@oswegoil.org](mailto:ttouchette@oswegoil.org)

**Kane County Forest Preserve Finance Department**

Katrina Gentry, Administrative Secretary  
(630) 232-5980  
[gentrykatrina@kaneforest.com](mailto:gentrykatrina@kaneforest.com)

**Kane County Forest Preserve Public Safety**

Mike Gilloff, Director (630)  
232-3415  
[gilloffomike@kaneforest.com](mailto:gilloffomike@kaneforest.com)



City of Aurora  
Special Event Permit Application



Form B - Exhibit A

Route Map