



Please consult the Special Events Planning Guide for assistance and guidelines

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

What is an Event?

An event is 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, or if the event is designed to be held primarily for profit.

Event Priority

City Sponsored Events

City of Aurora events have priority for the use of any city property or right-of-way. Other applications for Special Event Permits are processed in order of receipt. The use of a particular area is generally allocated in the order in which fully executed applications are received, and in accordance with considerations used by the City 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 date, time and location. This right shall not apply if the event did not follow guidelines set the previous year. See the *Letter of Intent* in the Planning Guide.

Permit Process

The permit application process begins when a completed Special Event Permit Application is submitted to the City of Aurora. Keep in mind that receipt of an application should in no way be construed as final approval or confirmation of a request. A representative from Special Events will contact your organization upon receiving the application and thereafter will serve as your

organization's primary point of contact for the processing of the permit. Copies of the application are forwarded and reviewed by all affected City departments and/or public agencies. Your organization may be contacted individually by these departments or agencies only if they have specific questions or concerns about the event. Throughout the review process your organization will be notified if the proposed event requires any additional information, permits, licenses or certificates. During the initial application reviewing process, your organization will be allowed time to provide the City with all pending documents (e.g. certificate of insurance, and approved secondary permits, etc.). These items must be received before a Special Event Permit can be issued. Your organization's delay in providing requested items can delay the City's ability to finish the review process and approve your organization's application.

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, age, or any other protected status in provision of services.

Compensation for City Staffing

Depending on the size and type of event, the City may require personnel including Police Department and/or Fire Department staff 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 of staff 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 to the City. The event organizer will be notified of approximate costs in advance. 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. **For a chart of costs, see the Special Event Planning Guide.**



City of Aurora
Special Event Permit Application



Special Event Permit – Form A –
Festival and Events

Date Received _____
Permit #18 _____

Applicant Information

Name of Event: _____

Organization: _____

Status: Unincorporated ___ 501c3 ___ 501c6 ___ Other ___

Applicant Name: _____

Position within the Organization: _____

Mailing Address (City, State, Zip): _____

Work #: _____ Cell#: _____ Email: _____

Description of the Event

Provide brief description here:

Event Date: _____ Event Start Time _____ Event End Time _____

Event Hours: _____ Set-up Begins _____ Clean-up Ends _____

Event Site (attach route map): _____

Event Venue Address: _____

Estimated Attendance: _____ Past Attendance: _____ How is this measured? _____

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

If yes, list URL(s): _____

Number of years the event has been held: _____

Has the event applied for, or been approved for any other City funding sources? Yes ___ No ___

Identify Source: _____



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 60 days of the event.

Where will security be needed? _____

Time security will be needed: _____

Will you be providing additional private on-site security? Yes _____ No _____

Security Company Name: _____

Security Company Contact: _____ Cell: _____

First Aid

Please indicate what arrangements you will make for providing first aid staffing during your event.
The Aurora Fire Department will review the request and determine the necessary number of paramedics. Once the determination has been made Special Events will contact you with an approximate cost of services. AFD will invoice within 60 days of the event.

Emergency Medical Service Provider Name: _____
Please state here if requesting AFD or hiring private Ambulance

Phone Number: _____ Site Location: _____

Times of Operation: From _____ To _____

Crisis Management Plan

All applicants must fill out the Emergency Action Plan and return it with the completed application.
Click [here](#) for EAP guidelines and template

Name of Person responsible for notifying Emergency Services: _____

Phone number: _____ Contact Method: _____

Method event staff and volunteers will use to communicate with each other: _____



Crowd Management

Assemblies with an authorized capacity of at least 50 are required to have one trained crowd manager on duty. When the capacity exceeds 250 people, an additional trained crowd manager must be provided for each additional 250 persons. Trained crowd managers are required to be on site at all times during occupancy. Upon request by the Fire Marshal's Office, applicable occupancies will be required to show proof of the required number of crowd managers on site based on occupant load, in addition to producing all approved certificates. Click [here](#) for a link to the Crowd Managers Course.

Certification must be turned into Special Events at least two weeks prior to your event.

Public Property Refuse

Will you need additional trash bins? Yes _____ No _____

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? _____
The City of Aurora does not dispose of trash.

If a dumpster is being ordered, provide contact and phone number of company delivering dumpster:
_____ GROOT _____

Where will dumpster be placed? _____
Please consult with Special Events on placement.

When will dumpster be delivered: _____ Picked up: _____

Recycling Rules

- No glass bottles will be permitted on city property
- Inform food vendors that the use of Styrofoam containers for food and beverage is prohibited at all 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 City 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 _____ No _____
If yes, a fee will be charged per the staffing chart.

Specify: Prior _____ Conclusion _____



Tents

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

Size: _____ Type: _____ 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 on all four legs.

Tents over 400 sq. ft. require a permit. See the Planning Guide for details

Voice/Music Amplification

Will your event include musical entertainment? Yes _____ No _____

If yes, answer the following questions and attach schedule of any music or entertainment proposed to occur during the event.

Indicate the number of stages, number of bands and type of music:

Number of stages: _____ Number of bands: _____ Type(s) of music: _____

If your event requires amplified sound please indicate times: Start Time: _____ End Time: _____

Click [here](#) to access the Amplification Permit through the City Clerk’s Office for events with under 350 people.

A Music Festival Permit is required for events with attendance of 350 people or more. Click [here](#) to access the permit through the City Clerk’s Office.

The volume of the sound is required to be controlled so 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.

Animal Units

Will the event have animal units? Yes _____ No _____

If yes, the Health Department requires potable water for events with live animals and/or food concessions. A hydrant will need to be tapped by the City of Aurora Water & Sewer Division. A refundable deposit will be needed one week prior.

Click [here](#) to access the Animal Permit through Animal Control

Please indicate the type of animal units (i.e. petting zoo) and the name of the company providing animals:



Vendors

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

Does the event include vendors? Yes_____ No _____

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 concessions and/or cooking areas? Yes_____ No_____

If yes, click [here](#) for the Fire Prevention Operational Permit

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? _____

List details, if any: _____

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, 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.

Hazardous Materials

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other uprights tanks? Yes_____ No_____

If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.

Will there be portable heaters? Yes_____ No_____

Will there be deep fat fryers? Yes_____ No_____

Will there be fireworks, lasers, torches, or pyrotechnics? Yes_____ No_____

If yes, Fireworks Company and contact name: _____

Name and phone of person responsible for clean-up after fireworks:

If yes, 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



Portable Restrooms and Sinks

You are required to provide portable restrooms 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 Office recommends one (1) portable toilet for every 250 people or portion thereof who attends your event. Ten percent (10%) of these facilities (at least one) 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: _____ Number of ADA accessible portable toilets: _____

If no, please explain: _____

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: _____ Phone: _____

Equipment Setup: Date/Time: _____

Equipment Pickup: Date/Time: _____

Electrical Plan

The City of Aurora does not provide generators or have access to 220 V.

Will you require electrical service? Yes _____ No _____

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.

Generator contact: _____

Sound contact: _____

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.

Road closure notification verification: Date: _____ Method: _____

Click [here](#) for the notification guidelines and examples.



Road Closures

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_____ 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 Office 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.

Parking

Will parking considerations be needed? Yes_____No _____

Will you require street parking to be blocked off prior to the event? Yes_____No_____

If yes, type(s): Parking Lot_____ On Street Parking_____

Location(s): _____

Number of spaces: _____

Date: _____ Time: _____

Traffic Barricades

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

Will you need barricades? Yes_____No_____

Location of placement: _____



City of Aurora
Special Event Permit Application



Amount needed: _____ Date barricades needed: _____

Time of placement: _____

Name of company providing barricades if other than the City: _____

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 Office before the Special Event Permit will be issued.

Alcohol

If you plan to sell or serve alcohol, you must obtain the appropriate license/permit from the State of Illinois and the City of Aurora. Click [here](#) to access the Ordinance relating to temporary liquor permits.

Will alcoholic beverages be served? Yes _____ No _____

Will alcoholic beverages be sold? Yes _____ No _____

Have you applied for a temporary liquor permit with the City Clerk's Office? Yes _____ No _____
Click [here](#) for the City of Aurora Temporary Liquor Permit Application

What type of alcohol will be served? _____ Draft Beer _____ Canned beer (in a plastic or paper cup) _____ Wine

Who will be serving the alcohol? _____

Are the appropriate number of servers BASSET trained? Yes _____ No _____
There are many online options for BASSET training.

Times for alcohol to be served: Start time: _____ Finish time: _____

All alcohol sales must end 15 minutes prior to your event ending time

Locations within the event site where alcohol will be served:



THIS APPLICATION AND ANY OTHER APPLICABLE DOCUMENTS AS OUTLINED HEREIN MUST BE REMITTED TO SPECIAL EVENTS NO LATER THAN SIXTY (60) 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 at least **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.* [See the Resource Guide for sample COI](#)

PERMITTED USE OF PUBLIC PROPERTY: Whereas the Special Event Organizer agrees to use the public property at _____ in Aurora, Illinois, known as _____, for the staging of _____, the City of Aurora does hereby agree to permit for use, these premises for the date(s) of _____ through _____, 2018. 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 SIGNATURE: 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:

Name (please print)

Signature

Signatory Title (if applicable)

Date



City of Aurora
Special Event Permit Application

