

2015 - PER GINA MOGA  
~~2014~~ SPECIAL EVENT APPLICATION  
FESTIVAL & EVENT PERMIT

Any Special Event Organizer 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: WAREHOUSE CHURCH DATE: 12-19-14

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

FEDERAL EMPLOYER IDENTIFICATION NUMBER: 36-3608659

CONTACT NAME: RANDY SCHOOF

PHONE NUMBER: 630-459-0600 630-499-0706 630-859-8152  
DAYTIME CELLULAR FAX

EMAIL ADDRESS: randyschoof@warehousechurch.org

NAME OF EVENT: MOTORCYCLE SWAP

TYPE OF EVENT (check one): Festival/Fair \_\_\_\_\_ Car Show \_\_\_\_\_  
Other MOTORCYCLE RALLY

PURPOSE OF EVENT/DESCRIPTION: TO SHOW GOD'S LOVE TO PEOPLE WHO LIKE MOTORCYCLES

DATE(S) OF EVENT: SUNDAY MAY 3

EVENT HOURS: 9:30am-4pm SET UP HOURS: 6-9am BREAKDOWN: 4-6 pm

SITE OF EVENT: (attach site map) PHILLIPS PARK, PAVILION AREA

PROJECTED ATTENDANCE: 500-1500 PAST ATTENDANCE: 300-1500

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 50

RAIN POLICY: NONE

LIST THE NUMBER OF YEARS THE EVENT HAS BEEN HELD: 14

**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](mailto: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.

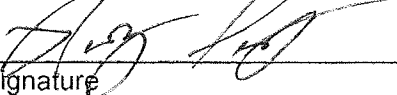
**INSURANCE REQUIREMENTS:** Proof of insurance is required of all Special Event organizers prior to the event. The attached list of insurance requirements should be reviewed immediately with your insurance agent to comply. Please provide document along with your completed application **14 days prior to event** to Special Events, City of Aurora, 44 East Downer Place, Aurora, IL. 60505 or email to [events@aurora-il.org](mailto: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.*

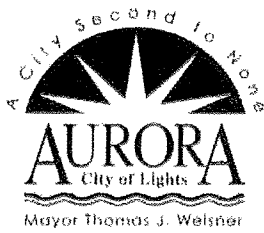
**PERMITTED USE OF PUBLIC PROPERTY:** Whereas the Special Event Organizer agrees to use the public property at \_\_\_\_\_ in Aurora, Illinois, known as PHILLIPS PARK - PAUCLIOR AREA, for staging of MOOTORCYCLE SUMMIT, the City of Aurora does hereby agree to permit for use, these premises for the date(s) of MAY 3, 2015 through MAY 3, 2015, 2014. 2015  
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>RANDY SCHOOL</u>	<u></u>
Name (please print)	Signature
<u>PASTOR</u>	<u>12.19.14</u>
Signatory Title (if applicable)	Date



## 2014 SPECIAL EVENT WORKSHEET FOR FESTIVALS & EVENTS

NAME OF EVENT: MOTORCYCLE SUNDAY

### SAFETY PROCEDURES:

1) Will you be providing private on-site security? YES \_\_\_\_\_ NO X

Security Company name: NO PROBLEMS IN 14 YEARS!

Security Company contact: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Where will security be needed? \_\_\_\_\_

Time security will be needed: \_\_\_\_\_

Will Aurora Police Department officers be requested? YES \_\_\_\_\_ NO (circled)

If requesting APD officers, you must contact "Off Duty Extra Jobs" at (630) 256-5000 for scheduling and fees.

2) What are your plans for medical assistance? CALL 911 IF EMERGENCY

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 (circled)

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

*The Aurora Fire Marshall must be contacted at (630) 256-4130 for approval, permitting and consultation. Contact must be 30 days before event.*

4) Is this event open to the public? YES (circled) NO \_\_\_\_\_

An Operational Permit Application must be submitted to the Aurora Fire Prevention Bureau at 630-256-4130.

5) Will you be using or renting tents for your event? YES \_\_\_\_\_ NO (circled)

Aurora Fire Prevention Bureau must be contacted for approval, and permit depending on the size and type of the tent.

6) Are food vendors using open flame cooking equipment or deep fryers?

YES (circled) NO \_\_\_\_\_

A Food Vendor Permit Application must be submitted to the Aurora Fire Prevention Bureau.

*YES, WE WORK WITH A.F.P.B.*

Return applications to Special Events, City of Aurora, 44 East Downer Place, Aurora, IL 60505 \* 630-256-3370

**SET UP / CLEAN UP:**

- 1) Name of person in charge of set-up: BRYAN NELSON Cell Phone 630-806-3130
- 2) Set-up time: 6 AM Breakdown time: 4 PM
- 3) Name of clean-up contact person: BRYAN NELSON Cell Phone 630-806-3130

**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 beverage(s) be sold? YES  NO

If yes, what beverage and at what cost?

City Clerk must be contacted at (630) 256-3070 regarding liquor permit, fee and proof of dram shop insurance.

4) What does the Organizer intend to do with any revenue over and above the expenditures? \_\_\_\_\_  
*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 revenue: \_\_\_\_\_

**ENTERTAINMENT AND PROMOTIONS:**

A Music Festival Permit is required for live music with attendance over 350 people.

1) List names of performers and entertainment groups: - YES WE WILL HAVE A MUSIC FEST PERMIT - SAME AS LAST 3 YEARS  
*City Clerk must be contacted at (630) 256-3070 regarding Music Festival Permit and fee.*

- BANBS FROM WAREHOUSE CHURCH

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

- City Clerk must be contacted at (630) 256-3070 regarding Carnival Permit/fee
- Aurora Fire Prevention Bureau at (630) 256-4130 regarding Assembly and Vendor Permits - YES
- Animal Control must be contacted at (630) 256-3630 regarding permits for pony rides, petting zoos or animal related exhibits.

3) How will your event be promoted? Television \_\_\_\_\_ Radio  Newspapers   
Posters  Flyers  Facebook  Twitter  Website  motorcycleweek.com

**PUBLIC PROPERTIES PROCEDURES:**

If you are requesting city services please complete the following:

1) Will you need barricades? YES \_\_\_\_\_ NO           

Purpose of barricades: \_\_\_\_\_

Location of placement: \_\_\_\_\_ Amount needed: \_\_\_\_\_

Date barricades needed: \_\_\_\_\_ Time of placement: \_\_\_\_\_

Name of company providing service if other than City: \_\_\_\_\_

**Contact the Street Department at 630-256-3682 regarding availability and fees.**

2) Will you need additional trash bins? YES            NO \_\_\_\_\_

*\* EACH YEAR WE WORK WITH DAN ANDERSON AND PHELPS PARK STAFF*  
If yes, number requested: Barrels: \_\_\_\_\_ Cardboard trash bins: \_\_\_\_\_

**Contact the Sanitation at (630) 256-3772 regarding scheduling and fee.**

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 will be needed to properly clean city property (Street, Parking Lots, etc.). NO

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

Name of company providing service, if not City: \_\_\_\_\_

**Contact the Street Department at 630-256-3680 regarding fees.**

4) Potable water is required for events with live animals or food concessions:

Location: \_\_\_\_\_ Amount: \_\_\_\_\_

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

**Contact the Water & Sewer Department at (630) 256-3712 regarding fees.**

5) Will you require electrical service YES \_\_\_\_\_ NO           

Generators are required for live music and carnivals to be provided by organization.

*- WE WORK WITH MIKE PLATT AND DAN ANDERSON*  
Contact information providing generator: \_\_\_\_\_

Contact information providing sound system: WAREHOUSE CHURCH

Concessions including beer trailers: 110 amps @ \_\_\_\_\_ lines @ \$20 = Cost \$ \_\_\_\_\_  
**Contact the Electrical Department at 630-892-1415 regarding availability and fee.**

6) Will parking considerations be needed? YES \_\_\_\_\_ NO \_\_\_\_\_

Type(s): USE PHILLIPS PARK PUBLIC LOTS - SAME AS OTHER YEARS

Location: \_\_\_\_\_ Amount: \_\_\_\_\_

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

Estimated cost(s): \$ \_\_\_\_\_  
**Contact Motor Vehicle Parking Revenue & Collections at (630)256-3580 regarding fee.**

**ANY ADDITIONAL INFORMATION YOU FEEL MAY BE NECESSARY:**

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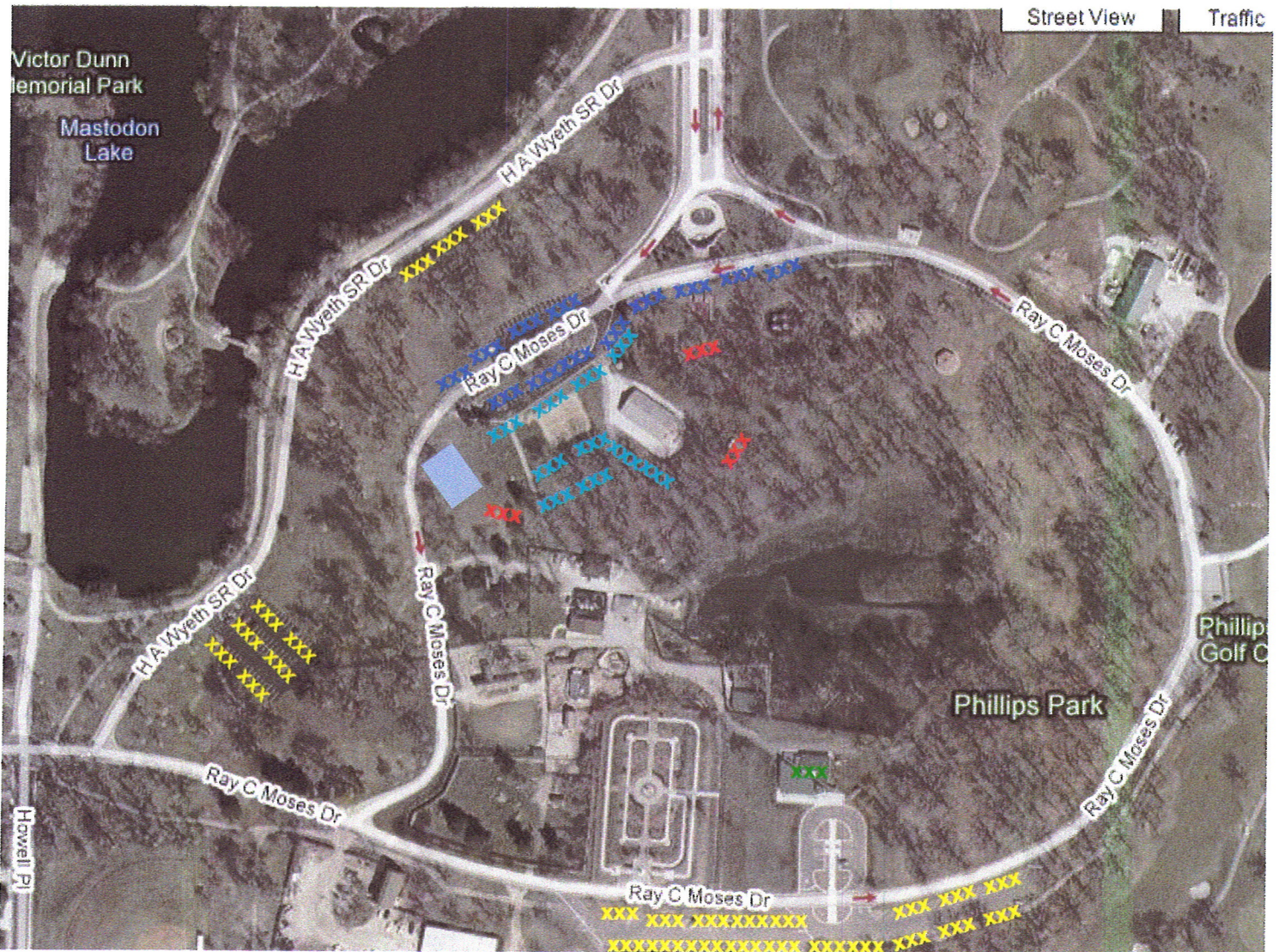


## event plot – Phillips Park

Now in its 15<sup>th</sup> year, Motorcycle Sunday has enjoyed a great partnership with the City of Aurora. MCS works closely with City Parks director Dan Anderson and his staff at Phillips Park to ensure a great event for everyone.

Motorcycle Sunday has worked to gain the respect of the motorcycling community and of the Phillips Park neighbors. In the fourteen years of MCS (including six years at McCarty Park, and seven years at Phillips Park) there have been no problems with parking, crowd control, restroom facilities, or with music from the stage.

The music stage is angled away from the nearest residents so as to reduce unwanted volume. The acoustic, blues, and rock bands play music with lyrics that are family-friendly. The stage also facilitates the bike blessing, greetings from dignitaries, and the people's choice bike contest awards. MCS works with the Aurora Fire Marshall and provides an emergency plan, with certified crowd managers.



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|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <span style="display: inline-block; width: 15px; height: 15px; background-color: blue; border: 1px solid black;"></span> stage | <span style="color: yellow;">XXX</span> public car parking |
| <span style="color: red;">XXX</span> portable toilets – nine units total, two handicap                                         | <span style="color: blue;">XXX</span> motorcycle parking   |
| <span style="color: green;">XXX</span> restrooms at the visitor's center                                                       | <span style="color: cyan;">XXX</span> vendors              |

submitted by: Randy Schoof pastor, Warehouse Church & director, Motorcycle Sunday

630-859-0600 office 630-999-0706 mobile [randyschoof@warehousechurch.org](mailto:randyschoof@warehousechurch.org)