

THIS APPLICATION, WITH A DETAILED SITE PLAN ATTACHED, 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.

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 e-mail 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 _____ in Aurora, Illinois, known as N/A, for staging of _____, the City of Aurora does hereby agree to permit for use, these premises for the date(s) of _____ through _____, 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>MSGR. AN. QUIMEDES VALEJO</u>	<u><i>Msgr. An. Quimedes Valejo</i></u>
Name (please print)	Signature
<u>Pastor Sacred Heart</u>	<u>1-30-2018</u>
Signatory Title (if applicable)	Date



SPECIAL EVENT WORKSHEET FOR PARADE / PROCESSION

EVENT NAME: "Life stations of the cross."

Failure to meet the requirements outlined below may result in denial or cancellation of the proposed special event.

SAFETY PROCEDURES:

1) Parades and processions require Aurora Police participation to assure public safety. The number of police personnel will be determined by APD.

The Aurora Police Department will 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.

2) What are your plans for medical assistance? _____
If requesting Aurora Fire Department assistance the same procedure as above applies.

SET- UP / CLEAN-UP:

1) Set-up contact: Msgr. Arquimedes Vallejo Cell: 815-546-8517

2) Set-up time: 3hr Breakdown time: 2pm

3) Clean-up contact: Msgr. Arquimedes Vallejo Cell: 815-546-8517

4) A street sweeper will be needed to properly clean city property (street, parking lots, etc.) immediately after the parade.

Location: _____ Date: _____ Time: _____
The cost of the sweeper will be billed within two weeks of the event. See page 8 for fees.

Company providing service, if other than the City: _____

FEES AND PROCEEDS:

1) Indicate fees: Unit(s) N/A Other: _____

2) What does the organization intend to do with any revenue over and above the expenditures? N/A No profit organization

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.)

3) Previous year's revenue: N/A

ENTERTAINMENT AND PROMOTIONS: N/A

The line-up listing all units and organizations must be provided to Special Events at least ten (10) days prior to the parade date.

1) Will there be a pre-parade program? YES _____ NO _____

If yes, who is providing the reviewing stand? _____

Sound provider contact name: _____

Phone number: _____

2) Are animal units planned for your event: YES _____ NO _____

If yes, please describe: _____

A hydrant hook-up will be required at the staging area. See page 8 for fees.

3) How will your event be promoted? Television _____ Radio _____ Newspapers _____
Posters _____ Flyers _____ Facebook _____ Twitter _____ Website _____
Other _____

PUBLIC PROPERTIES PROCEDURES N/A

To provide for pedestrian safety, barricades will be required.

1) Will you need City barricades? YES _____ NO _____

Date barricades needed: _____ Time of placement: _____

Barricades costs will be invoiced within two weeks of the event.

Name of company providing barricades if other than the City:

2) Are you requesting for electrical service? YES _____ NO X
Generators and 220V power not available.

Will you be providing a generator for electricity? YES _____ NO X

3) Will you need additional trash bins? YES _____ NO X

If yes, number requested: Cardboard trash bins: _____ Liners: _____
Bins are \$6.50 each and liners are \$0.50 each. Contact Special Events at (630) 256-3370 for pick-up and payment.

4) How do you plan on disposing of trash: N/A

5) Company providing portable toilets: N/A
Organizer will be required to provide portable toilets.

Date units delivered: _____ Date units removed: _____
Units will be needed at staging, along the parade route and at the reviewing stand.

PARADE ROUTE, PARKING AND SIGNAGE

The approved parade route map is located on page 10.

Approximately one week before the parade, organizers are required to notify all affected residences 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.