



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 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 date, time and location. This right shall not apply if the event did not follow set guidelines the previous year. See the Letter of Intent in the Planning Guide.

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

Special Events 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, and approved 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.

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. 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 Event

Date Received _____
Permit #18 _____

Applicant Information

Name of Event: Downtown Aurora Magic (Formerly Aurora's Harry Potter Festival)

Organization: Aurora Downtown

Status: Unincorporated ___ 501c3 ___ 501c6 ___ Other 501c4

Applicant Name: Kate Purl

Position within the Organization: Festival Director

Mailing Address (City, State, Zip): P.O. Box 5913, Aurora, IL 60507

Work #: 630-649-9268 Cell#: 630-649-9268 Email: kate@CityOfLumos.org

Description of the Event

Provide brief description here: A wizard-themed fan festival including classes, crafts, vendors, shows, games, rides, contests, and other activities.

Event Date: 6/9/18 Event Start Time 11 a.m. Event End Time 5 p.m.

Event Hours: 11-5 Set-up Begins 6 a.m. Clean-up Ends 7:30 p.m.

Event Site (attach route map): Water Street Mall, Mundy Park, North Island Center, B&P Lot, Millennium Plaza

Event Venue Address: Water Street Mall: 13 Water St. Aurora, IL 60505

Estimated Attendance: 6000 Past Attendance: 5000 How is this measured? Ticket sales + counts of vendors, volunteers, etc

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

If yes, list URL(s): https://www.facebook.com/Downtown-Aurora-Magic-152327968787234/

Number of years the event has been held: 1 (this will be year 2)

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

Identify Source: Festival funding, sponsorships from Aldermen and Mayor



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? Street crossings: Downer & Water, Galena, near Fire Museum

Time security will be needed: 10:30 a.m. - 5:30 p.m.

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.
If requesting Aurora Fire Department assistance the same procedure as above applies.

Emergency Medical Service Provider Name: AFD - we have put in a request for paramedics and ambulance
Please state here if requesting AFD

Phone Number: _____ Site Location: _____

Times of Operation: From 11 a.m. To 5:00 p.m.

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: Kate Purl

Phone number: 630-649-9268 Contact Method: Cell phone

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



Public Property Refuse

Will you need additional trash bins? Yes X 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? Renting dumpster and bins
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. John Clifford, johnc1@wasteconnections.com, tel:(813)299-0439

Where will dumpster be placed? Mayor's staff lot (north of Building & Permits)
Please consult with Special Events on placement.

When will dumpster be delivered: TBD - requesting Fri. after 5 Picked up: Sunday night

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 No, but we will need to have the trash
If yes, a fee will be charged per the staffing chart.

Specify: Prior _____ Conclusion _____
bins on Water St. Mall and Mill. Plaza emptied prior to the start of the event.

Tents

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

Size: 10x10 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

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 X _____

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: 11 a.m. End Time: 5:00 p.m.

[Click here](#) to access the Music Festival Permit through the City Clerk's office for events with live music and attendance of 350 people or more.

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 X 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.

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

Live owl demonstration, pet adoption event, (possible reptile demonstration)

Vendors

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

Does the event include vendors: Yes X 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 X 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 X No _____

If yes, company name? Bounce Houses R Us

List details, if any: Trackless mini train. Same company and conductor as last year.



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 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 Office recommends one (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: 49 Number of ADA accessible portable toilets: 9

If no, please explain: We also have access to bathroom facilities at North Island Center

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: Alex Cruz, 800.909.5646

Equipment Setup: Date/Time: 6/9, 8 a.m.

Equipment Pickup: Date/Time: 6/10, any time



Electrical Plan

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

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: May 30 Method: Hand delivery/posting

[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 Water St. From Downer To Benton

Date 6/9 Times: From 7:00 a.m. To 6:00 p.m.

Street Stolp From Galena To Downer

Date 6/9 Times: From 7:00 a.m. To 6:00 p.m.

Street Galena From River To Broadway

Date 6/9 Times: From 9 a.m. To 5:30 p.m.

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): Lots north and south of Building and Permits, Street parking: Stolp (within street closure area),
Downer between Stolp and Broadway, Galena between Stolp and Broadway, West side of

Number of spaces: All Broadway between Galena & Downer

Date: 6/9 Time: 6 a.m. - 6 p.m. (Spaces on Broadway can be re-opened between 10-4:30)

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: Just for street closures (both ends of Water and both ends of Stolp)

Amount needed: 4 Date barricades needed: 6/9

Time of placement: 7 a.m.

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? _____



City of Aurora
Special Event Permit Application



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:

Insurance

[Click here](#) for insurance requirements

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Special Event Permit Application



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.

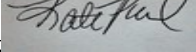
INSURANCE REQUIREMENTS: Proof of insurance is required of all Special Event organizers prior to the event. The attached list of insurance requirements should be reviewed immediately with your insurance agent to comply. Please provide document along with your completed application **14 days prior to event**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

<u>Kate Purl</u>	
Name (please print)	Signature
<u>Festival Director</u>	<u>3/18</u>
Signatory Title (if applicable)	Date



City of Aurora
Special Event Permit Application

