

City of Aurora

Special Events • 44 E. Downer Place Aurora, Illinois 60507-2067 • (630) 256-3371

Delia Nila Basile
Special Events

To: Mayor Thomas J. Weisner
From: Delia Nila Basile, Special Events Coordinator
Date: Monday 15, 2013
Subject: Government Operations Request for Tuesday, July 23, 2013 at 4:30 pm

5th Annual Day of the Dead Celebration, Saturday, November 2, 2013, 1-6 p.m. on Water Street Mall

PURPOSE: The Second Ward is requesting permission to host the Annual Day of the Dead Celebration on Water Street Mall and Mundy Park on Friday, November 2, 2012 from 1:00 to 6:00 pm. This event is designed to encourage Aurora youth to partake in Mexican cultural activities while utilizing their artistic skills and imagination. Organizations and businesses are invited to participate in the creation of "Ofrendas" which will be on display, meant to honor and pay tribute to their ancestors. This is a traditional event in Mexican culture; awards will be distributed. In addition to the displays, strolling musicians and dance groups will be performing. This is the fifth year of this event with an anticipated attendance of 400 and (20) twenty volunteers working the event. Map attached.

DISCUSSION: City services requested:

CITY OF AURORA: Use of Water Street Mall, City of Aurora will cover insurance requirements.

ELECTRICAL: Access to electricity

CENTRAL SERVICES: Unlock chains on Water Street Mall,

SPECIAL EVENTS: Carpeted riser

RECOMMENDATIONS: Please forward to the Government Operations Committee for review and approval.

Forward to the G.O. Committee for consideration



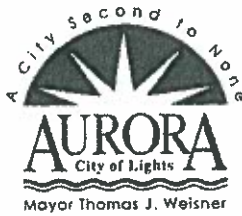
Mayor's Office Initials



Date

Cc: Alderman Scheketa Hart-Burns
Alderman Ted Mesiacos
Dan Ferrelli, Public Information
Shelly Windett, Alderman's Office
Cheryl Vonhoff, City Clerk
Brett Weiler, Street Department
Cecilia Soto, Customer Service Manager
Joe Hopp, MVPS
Gio Santana, Property Standards
Chief John Lehman, Fire Department
Fire Marshal Matt Perez, Fire Prevention
Ken Maurice, Youth & Senior Services

Alderman Lynn Johnson
Alderman Edward Bugg
Rick Guzman, Assistant Chief of Staff
Rosario Deleon, Chief Operations Officer
Dan Barreiro, Chief Community Services Officer
Gil Gonzales, Downtown Services
John Meszaros, Electrical
Commander Groom, Police Department
Officer Rob Daniele, Police Department
Mark Anderson, Central Services
Jose Torres, Organizer
Sara Townsend, Community Services



2013 SPECIAL EVENT APPLICATION FESTIVAL & OTHER EVENT PERMIT

Any Special Event Sponsor 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 per year.** Artist: Jose Tomas

ORGANIZATION: 2nd Ward, A.T.Y.C, A.Y.D. DATE: 7/5/13

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

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

CONTACT NAME: Juaney Garza, Jose Tomas, Binos Maravilla

PHONE NUMBER: (630) 918-2277 (630) 892-1104

EMAIL ADDRESS: pepe107614@yahoo.com

NAME OF EVENT: 5th Annual Day of the Death Celebration

TYPE OF EVENT (check one): Festival/Fair Car Show

Other Cultural and Educational event

PURPOSE OF EVENT/DESCRIPTION: To encourage our youth to use their skills, imagination and at the same time preserve their culture and sharing it with the community.

DATE(S) OF EVENT: Nov 2nd

EVENT HOURS: 1-6pm SET UP HOURS: 10:00am BREAKDOWN: 6:00pm

SITE OF EVENT: (attach site map) Water St mall

PROJECTED ATTENDANCE: 200 PAST ATTENDANCE: 200

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: over 20

RAIN POLICY: Other location

HOW MANY YEARS HAS THE EVENT BEEN HELD?: 4 years

Return applications to Special Events, City of Aurora, 44 East Downer Place, Aurora, IL 60507 * 630-256-3400

- platform to give the awards.
- microphone.
- Electricity.

City of Aurora
Festival & Other Permit

AUTHORIZED SIGNATURES: I hereby attest that I am authorized to bind the sponsor 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>Jose Thomas</u>	<u>Jose Thomas</u>
Name (please print)	Signature
<u>Jose Thomas</u>	<u>7/5/13</u>
Signatory Title (if applicable)	Date

PERSONAL NOW (30101) 5100071214
Printed by: LAURA LOPEZ

WEST SUBURBAN BANK

11/8/2012 12:52:28 PM
Reporting Institution: 0

Demand Deposit 5100071214 - JOSE TORRES

	Rel	Birthdate	Phone	Tax Identification
[01] JOSE TORRES		*****	*****	*****
1208 LIBERTY ST				
AURORA IL 60505-3029				

Tax Name: [1] JOSE TORRES

Presentments

No Presentments for Account

Current & Previous Cycle

Description	Debits	Credits	Date	Balance
Balance Forward:			Oct 05, 2012	\$0.00
Deposit		\$975.00	Oct 05, 2012	\$975.00
Deposit		\$125.00	Oct 12, 2012	\$1,100.00
Check #101	\$80.00		Oct 17, 2012	\$1,020.00
Deposit		\$450.00	Oct 27, 2012	\$1,470.00
****Statement Produced****			Oct 27, 2012	\$1,470.00
XX0031 DEBIT CARD 11/01 14:25 MEIJER INC 178 AURORA IL 60161101 154430	\$13.52		Nov 02, 2012	\$1,456.48
XX0031 DEBIT CARD 11/01 17:04 FLORERIA MEXICO AURORA IL 00123662 000001	\$108.00		Nov 02, 2012	\$1,348.48
Check #102	\$150.00		Nov 05, 2012	\$1,198.48
Check #106	\$50.00		Nov 06, 2012	\$1,148.48
Check #103	\$300.00		Nov 07, 2012	\$848.48
Balance This Statement:			Nov 07, 2012	\$848.48



WEST SUBURBAN BANK
 101 N. LAKE STREET
 AURORA, IL 60507
 TELEPHONE: 630-844-5200

000 00051 01
 ACCOUNT:
 1 / 1
 0227004412

PAGE: 1
 5100071214 02/27/2013

0227004412
 JOSE TORRES
 1208 LIBERTY ST
 AURORA IL 60505-3029



27
 0
 0

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CHECKING ACCOUNT 5100071214

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MINIMUM BALANCE	87.48	LAST STATEMENT 01/26/13	87.48
		CREDITS	.00
		DEBITS	.00
		THIS STATEMENT 02/27/13	87.48

- - - - - I N T E R E S T - - - - -

AVERAGE LEDGER BALANCE:	87.48	INTEREST EARNED:	.00
AVERAGE AVAILABLE BALANCE:	87.48	DAYS IN PERIOD:	32
INTEREST PAID THIS PERIOD:	.00		

- - - ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES - - -

*	TOTAL FOR	TOTAL	*
*	THIS PERIOD	YEAR TO DATE	*

* TOTAL OVERDRAFT FEES:	\$.00	\$.00	*

* TOTAL RETURNED ITEM FEES:	\$.00	\$.00	*



NOTICE: SEE REVERSE SIDE AND ANY ACCOMPANYING STATEMENT(S) FOR IMPORTANT INFORMATION

SET UP / CLEAN UP:

- 1) Name of person in charge of set up: Jose Torres Cell Phone 331-575 6229
- 2) Set up time: 10:00 Breakdown time: 6:00 pm
- 3) Name of clean up contact person: Jose Torres Cell Phone 331-575 6229

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: \$ 75

- 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 Sponsor intend to do with any revenue over and above the expenditures? \$ 1,456.68 I have left. \$ 80
- 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: \$ 848.48

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:

City Clerk must be contacted at (630) 256-3070 regarding Music Festival Permit and fee.

Mexican Music, live Hawaiian DJ,
Ballet Folklora, Danza Azteca, etc

- 2) Describe other entertainment / activities planned for your event: _____

- Display of Art
- 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
 - 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 you tube

5) Will you require electrical service YES NO
Generators are required for live music and carnivals to be provided by organization.

Contact information providing generator: _____

Contact information providing sound system: _____

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): _____

Location: _____ Amount: _____

Date: _____ Time: _____

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

ADDITIONAL INFORMATION

W. GALENA Blvd.

Blvd.



Sponsor Booths

Art Exhibits



Band Staging



trash bins



trash bins



trash bins

S. WATER St.

Art Exhibits

Sponsor Booths



PORTAGE RESTROOMS

E. DOWNER St.

S. BROADWAY

2013 SPECIAL EVENT CITY SERVICES COST

DEPARTMENT	REQUEST	FEE	REQUIREMENTS
Animal Control	Permits for Pony Rides and Petting Zoos	N/A	
City Clerk	Liquor Permit	25.00	Proof of Dram Shop
	Music Festival Permit	100.00	
	Carnival Permits	100.00	
Electrical	Electrical (2) (Set up and take down)	\$52.02/hr.	Minimum (2-5 hr.)
	Electrical (1) (At close Fri/Sat)	\$84.04/hr.	Minimum (2 hr.)
	Electrical (1) (At close Sunday)	\$112.04/hr.	Minimum (2 hr.)
Fire	Paramedic (2)	\$106/hr.	Minimum (3hr)
Motor Vehicle & Parking		\$.50 per meter	Price of Meter when parking is enforced
	Parking Considerations		
Police	Off-Duty Officer	\$40/hr.	Minimum (3hr)
	Overtime Officer	\$50-62/hr.	Minimum (3hr)
	Overtime Sergeant	\$74/hr.	Minimum (4hr)
Sanitation	Cardboard Containers	\$6.00	Pkgs. of 50 available
Street	Barricades Simple drop off at 1 location 10 barricades or less. Street closures etc., that require drop-offs or setup at multiple locations will require a minimum of \$600.	\$50.00	Deliver and pick up
	Barricades	N/A	Pick up and returned
	Street Sweeper (Sat)	\$114.77/hr	Minimum (3hr)
	Street Sweeper (Sun and any holiday)	\$131.73/hr	Minimum (3hr)
Water & Sewer	Water Meter	\$500.00	Refundable deposit (Required for water usage)

2013 Special Events City Services Check List

DEPARTMENT	SERVICE	CONTACT	CONTACT INFORMATION
Animal Control	Permits for Pony Rides and Petting Zoos	Susan Knight	630-256-3630 sknight@aurora-il.org
City Clerk	Liquor Permit Music Festival Permit Carnival Permit	Rachel Pruneda	630-256-3070 rpruneda@aurora-il.org
Electrical	Electrical Service	John Meszaros	630-892-1415 jmeszaros@aurora-il.org
Fire	Paramedic	Roseanne Hernandez	630-256-4000 rhernandez@aurora-il.org
Aurora Fire Prevention	Fireworks Permit Operational Permit Food Vendor Permit	Matt Perez	630-256-4130 mperez@aurora-il.org
Motor Vehicle & Parking	Parking Considerations	Joe Hopp	630-256-3651 jhopp@aurora-il.org
Police	Security Traffic Control	Lt. William Hull Sgt. Dan Woods Officer Ted Hunt	630-256-5112 hullw@apd.aurora.il.us 630-256-5331 woods@apd.aurora.il.us 630-256-5332 huntt@apd.aurora.il.us
Sanitation	Cardboard Containers	Gio Santana	630-688-2179 gsantana@aurora-il.org
Street	Barricades Street Sweeper	Tim Forbes Brett Weiler	630-256-3682 tforbes@aurora-il.org 630-256-2681 bweiler@aurora-il.org