

**SETH EGGER MEMORIAL FUND, NFP  
430 SNOW STREET  
SUGAR GROVE, IL 60554  
630-768-5839**

TO: CITY OF AURORA COMMUNITY SERVICES DEPT.  
630-256-3379

FROM: JACQUELINE EGGER

DATE: DECEMBER 11, 2017

TO WHOM IT MAY CONCERN:

I AM FORWARDING OUR APPLICATION FOR CITY OF AURORA WALKS &  
RUNS EVENTS ON CITY PROPERTY PERMIT APPLICATION.

SHOULD YOU HAVE QUESTIONS PLEASE CONTACT JACKIE EGGER AT 630-  
768-5839.

THANK YOU IN ADVANCE FOR YOUR TIME.

A handwritten signature in black ink, appearing to read "Jackie Egger". The signature is written in a cursive style with a large initial "J".



### City of Aurora Walks & Runs Events on City Property Permit Application

Any organization requesting municipal approvals of services, assistance, or other support for a run/walk event, needs to completely fill out this application and provide a copy of the route(s) and all other information in full regarding the run/walk event, and attaching any other necessary documentation. Submittal of the application does not guarantee approval. Organizations are limited to one request per year. Applications submitted without all of the necessary information/ documentation will be returned. This application needs to be submitted at least 90 days prior to the event.

#### Section A. Event Organizer Information

- 1. Name of Sponsor Organization: Seth Egger Memorial Fund Date: 12/11/17
- 2. Status (x one): Not for Profit 501 (c) 3  School  Private for Profit  Other: \_\_\_\_\_
- 3. Organization Address: 430 Snow Street Sugar Grove, IL 60554
- 4. Contact Name: Jackie Egger Email: sethegger5k@yahoo.com
- 5. Business Phone: 630/768-5839 Cell Phone: 630/768-5839 Fax#: n/a

#### Section B. Event Description

- 1. Name of Event: Seth Egger Memorial 5K Date of Event: June 30, 2018
- 2. Describe Purpose of Event: To raise money for scholarships in Seth Egger's name
- 3. Event Set-Up Time From: 6:00 am To: 8:30 am Event Hold Time From: 9:00 am To: 9:45 am Event Breakdown Time From: 9:45 am To: 1:00 pm
- 4. Event Type (x all that apply) Run  Walk  Other (describe): \_\_\_\_\_
- 5. Distance (x all that apply): 5K  10K  Half Marathon  Full Marathon  Other: \_\_\_\_\_
- 6. Expected Participants 300 # of Staff/Volunteers 30-35 # of Past Years Held 2 # of Participants Last Year 280

#### Section C. Event Logistics

##### 1. Security Plan

The Aurora Police Department will review this application to determine the number of officers that may be required to provide traffic control and safety for this event.

Does the event have an additional security plan? Yes  No

If yes, please specify the details: \_\_\_\_\_

2. Medical Assistance Plan

What is the event plan for providing medical assistance? volunteers helping, 911 and medical kit  
**City of Aurora Run/Walk Event Permit Application**

Section C. Event Logistics (continued)

3. Street Closures

Will streets need to be closed? Yes  No

If yes, please specify the details: \_\_\_\_\_

4. Barricades

Will you need barricades? Yes  No  Purpose: \_\_\_\_\_

Amount: \_\_\_\_\_ Day Needed Placed: \_\_\_\_\_ Time needed placed: \_\_\_\_\_

5. Parking

What is the event plan for parking? Phillips Park Parking Lots

6. Clean Up

Will you need cardboard trash bins? Yes  No  # Requesting: 5

If you will be using a dumpster, please provide the contact, phone number, and name of the company delivering the dumpster: \_\_\_\_\_

7. Electrical Service

Are you requesting electrical service? Yes  No

What do you need? \_\_\_\_\_ Equipment utilized? \_\_\_\_\_

8. What is the event plan inclement weather? will be held folling day July 1, 2018

Section D. Entertainment, Promotions, and Additional Information

A Music Festival Permit is required for live music with attendance over 350 people.  
The City Clerk's Office must be contacted regarding a Musical Festival Permit and fee.

1. List names of performers and entertainment groups: n/a

2. Describe other entertainment/activities planned for your event: Would like radio station at event

3. How will your event be promoted? TV  Radio  Newspapers  Posters  Flyers   
Facebook  Twitter  Website  Additional Information \_\_\_\_\_

4. Food: Prepared food may require a permit. Contact (630) 444-3040 or [www.kanehealth.com](http://www.kanehealth.com).

5. Commercial Tent Permit: Call Building & Permits for permit application instructions and fees.

9. Fees

Will there be a registration charge for this event? Yes  No

List the fee amount for each category of registration that is applicable to this event.

Early: \$30.00 Regular: \$40.00 Day of/On Site: \$45.00  
Adult: \$30.00 Seniors: \$30.00 Students/Youth/Kids: \$30.00 Other: \_\_\_\_\_

### City of Aurora Run/Walk Event Permit Application

**This application, with a detailed site plan attached, and any other applicable documents as outlined herein, must be received in the Community Services Dept. no later than 90 days prior to the opening day of the event.** Late or incomplete applications may be denied. Mail application to **City of Aurora Community Services Dept., 44 East Downer Place, Aurora, IL 60505**, or send by email to **kmaurice@aurora-il.org** or fax to **(630) 256-3379**. The application will be reviewed and if complete, it will be forwarded to the appropriate Divisions, Departments, and Committees for consideration of approval.

**HOLD HARMLESS CLAUSE:** The run/walk event sponsor 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 sponsor'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 run/walk event sponsor 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 sponsor's use of public property or operation of the event as set forth in the application for run/walk/bike permit.

**INSURANCE REQUIREMENTS:** Proof of insurance is required of all run/walk event sponsors prior to the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a certificate of insurance along with your completed application to the City of Aurora Community Services Dept., 44 East Downer Place, Aurora, IL, 60505, or send by email to **kmaurice@aurora-il.org** or fax to **(630) 256-3379**. 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 run/walk event sponsor agrees to use the public property at 1000 Ray Moses Dr., in Aurora, Illinois known as Phillips Park for staging of Seth Egger Memorial 5K the City of Aurora does hereby agree to permit for use, these premises for the date(s) of June 30, 2018 through July 1, 2018. Sponsor does hereby agree to conduct only that business/activity which is described in the run/walk permit application, and agrees to all municipal requirements. Sponsor 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 run/walk event sponsor 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 sponsored 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 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 regulation outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility, and all other aspects of staging a run/walk 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 run/walk event.***

Permit applied for and all terms and stipulations agreed to by:

<u>Jacqueline Megger</u>	<u>Jacqueline Megger</u>
Name (please print)	Signature
<u>Director</u>	<u>12-11-17</u>
Signatory Title (if applicable)	Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/10/2017

<b>PRODUCER</b> East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley, CA 95945 Phone: (530) 477-6621 Email: info@theeventhelper.com	THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	<b>INSURERS AFFORDING COVERAGE</b> INSURER A: Evenston Insurance Company INSURER B: INSURER C: INSURER D: INSURER E:	<b>NAIC #</b> 35378
<b>INSURED</b> Seth Egger Memorial Fund, NFP Jacklo Egger 430 Snow St Sugar Grove, IL 60554		

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURED'S LTR/INSUR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A Y	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC Retail Liquor Liability	3DS5460-M1933552	06/30/2018	07/02/2018	EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 DEDUCTIBLE \$ 1,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				W/ STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - FA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**  
 Certificate holder listed below is named as additional insured per attached CC 20 20 07 04.  
 Attendance: 300, Event Type: 5K Run.  
 RE: June 30, 2018 Event at Phillips Park on Ray Moses Drive, Aurora, IL 60505 at 8:30am for the Seth Egger 5K Memorial Run/Walk.  
 The following is listed as additional insured regarding General Liability. General Liability is Primary/Non-contributory when required by a written contract.  
 The City of Aurora IL

<b>CERTIFICATE HOLDER</b> City of Aurora, IL 44 E Downer Aurora, IL 60505	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL endeavor to MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>Will Maddux</i>
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Policy Number: 3DS5460-M1933552

COMMERCIAL GENERAL LIABILITY  
CG 20 26 07 04

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
City of Aurora, IL 44 E Downer Aurora, IL 60505
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.