



**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 if the event is designed to be held primarily for profit.

### **Event Priority**

#### **City Sponsored Events**

City of Aurora events have priority for the use of any city property or right-of-way. Other applications for Special Event Permits are processed in order of receipt. The use of a particular area is generally allocated in the order in which fully executed applications are received, and in accordance with considerations used by the City 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 guidelines set the previous year. See the *Letter of Intent* in the Planning Guide.

### **Permit Process**

The permit application process begins when a completed Special Event Permit Application is submitted to the City of Aurora. Keep in mind that receipt of an application should in no way be construed as final approval or confirmation of a request. A representative from Special Events will contact your organization upon receiving the application and thereafter will serve as your

organization's primary point of contact for the processing of the permit. Copies of the application are forwarded and reviewed by all affected City departments and/or public agencies. Your organization may be contacted individually by these departments or agencies only if they have specific questions or concerns about the event. Throughout the review process your organization will be notified if the proposed event requires any additional information, permits, licenses or certificates. During the initial application reviewing process, your organization will be allowed time to provide the City with all pending documents (e.g. certificate of insurance, and approved secondary permits, etc.). These items must be received before a Special Event Permit can be issued. Your organization's delay in providing requested items can delay the City's ability to finish the review process and approve your organization's application.

### **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, age, or any other protected status in provision of services.

### **Compensation for City Staffing**

Depending on the size and type of event, the City may require personnel including Police Department and/or Fire Department staff 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 of staff 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 to the City. The event 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 Events

|                     |
|---------------------|
| Date Received _____ |
| Permit #18 _____    |

Applicant Information

Name of Event: COCK-A-DOODLE BREW FEST 2018

Organization: ALPHA MEDIA USA

Status: Unincorporated \_\_\_ 501c3 \_\_\_ 501c6 \_\_\_ Other X

Applicant Name: BRIAN FOSTER

Position within the Organization: GENERAL MANAGER

Mailing Address (City, State, Zip): 2410-B CATON FARM RD CREST HILL IL 60403

Work #: 815-556-0101 Cell#: 630-219-7452 Email: BRIAN.FOSTER@ALPHAMEDIAUSA.COM

Description of the Event

Provide brief description here:

THE PURPOSE OF THE EVENT IS TO BRING AN ENTERTAINING CRAFT BEER + FOOD EVENT TO DOWNTOWN AURORA AREA. WHILE BRINGING REVENUE AND SUPPORT TO THE MARIE WILKINSON FOOD BANK.

Event Date: 9/29/18 Event Start Time 11:00AM Event End Time 5:00PM

Event Hours 6 Set-up Begins 6:00AM Clean-up Ends 6:00 PM

Event Site (attach route map): \_\_\_\_\_

Event Venue Address: 1 W. NEW YORK ST

Estimated Attendance: 2000 Past Attendance: 1500 How is this measured? TICKETING

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

If yes, list URL(s): FACEBOOK.COM / COCKA DOODLE BREW

Number of years the event has been held: 4

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

Identify Source: \_\_\_\_\_



### 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? ON SITE / WITHIN FEST GROUNDS

Time security will be needed: 11:00AM - 5:00PM

Will you be providing additional private on-site security? Yes  No

Security Company Name: TSD

Security Company Contact: \_\_\_\_\_ Cell: \_\_\_\_\_

### First Aid

Please indicate what arrangements you will make for providing first aid staffing during your event.

*The Aurora Fire Department will review the request and determine the necessary number of paramedics. Once the determination has been made Special Events will contact you with an approximate cost of services. AFD will invoice within 60 days of the event.*

Emergency Medical Service Provider Name: NA  
*Please state here if requesting AFD or hiring private Ambulance*

Phone Number: \_\_\_\_\_ Site Location: \_\_\_\_\_

Times of Operation: From \_\_\_\_\_ To \_\_\_\_\_

### 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: DAN WADSWICK

Phone number: 815-922-7108 Contact Method: PHONE

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



### Crowd Management

Assemblies with an authorized capacity of at least 50 are required to have one trained crowd manager on duty. When the capacity exceeds 250 people, an additional trained crowd manager must be provided for each additional 250 persons. Trained crowd managers are required to be on site at all times during occupancy. Upon request by the Fire Marshal's Office, applicable occupancies will be required to show proof of the required number of crowd managers on site based on occupant load, in addition to producing all approved certificates. Click here for a link to the Crowd Managers Course.

Certification must be turned into Special Events at least two weeks prior to your event.

### Public Property Refuse

Will you need additional trash bins? Yes  No

If yes, number requested: Cardboard trash bins (\$6.50 ea.): ~~10~~ 30 Liners (\$.50 ea.): ~~10~~ 90  
Contact Special Events at (630) 256-3370 for pick-up and payment.

How will you dispose of all trash generated? DUMPSTER. REPUBLIC  
The City of Aurora does not dispose of trash.

If a dumpster is being ordered, provide contact and phone number of company delivering dumpster:  
F.M LINER - 817 514 7999

Where will dumpster be placed? EAST END OF PINNEY ST  
Please consult with Special Events on placement.

When will dumpster be delivered: 9/28/18 PM Picked up: 8 10/1/18

### 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   
If yes, a fee will be charged per the staffing chart.

Specify: Prior  Conclusion

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**Tents**

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

Size: 10x10-6 Type: \_\_\_\_\_ 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 on all four legs.

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 \_\_\_\_\_

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: 1 Number of bands: 2 Type(s) of music: COUNTRY + CLASSIC ROCK

If your event requires amplified sound please indicate times: Start Time: 11:00 AM End Time: 5:00 PM

Click [here](#) to access the Amplification Permit through the City Clerk's Office for events with under 350 people.

A Music Festival Permit is required for events with attendance of 350 people or more. Click [here](#) to access the permit through the City Clerk's Office.

*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 \_\_\_\_\_ 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.

*Click [here](#) to access the Animal Permit through Animal Control*

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

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**Vendors**

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

Does the event include vendors? Yes  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  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  No

If yes, company name? \_\_\_\_\_

List details, if any: \_\_\_\_\_

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 restrooms 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 (at least one) 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: 15 Number of ADA accessible portable toilets: 3

If no, please explain: \_\_\_\_\_

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: TBO Phone: \_\_\_\_\_

Equipment Setup: Date/Time: \_\_\_\_\_

Equipment Pickup: Date/Time: \_\_\_\_\_

### Electrical Plan

*The City of Aurora does not provide generators or have access to 220 V.*

Will you require electrical service? Yes \_\_\_\_\_ No X

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: BEN WIERSUM 630.946.6587

### 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: \_\_\_\_\_ Method: \_\_\_\_\_

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 \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Date \_\_\_\_\_ Times: From \_\_\_\_\_ To \_\_\_\_\_

Street \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Date \_\_\_\_\_ Times: From \_\_\_\_\_ To \_\_\_\_\_

Street \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Date \_\_\_\_\_ Times: From \_\_\_\_\_ To \_\_\_\_\_

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): \_\_\_\_\_

Number of spaces: \_\_\_\_\_

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

### 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: ENTRANCES INTO THREE PARKING LOTS ON N. RUSH, JUST N. OF N. PIMMERY  
\*APPROXIMATELY 7



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Amount needed: 7 Date barricades needed: 9/27/18

Time of placement: 5:00pm

Name of company providing barricades if other than the City: 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? VOLUNTEERS FROM MARIE WILKINSONS

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: 11:00A Finish time: 4:45  
~~6:00PM~~

**All alcohol sales must end 15 minutes prior to your event ending time**

Locations within the event site where alcohol will be served:

WITHIN BEER TENDS

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**City of Aurora**  
**Special Event Permit Application**

