

## 2018 SPECIAL EVENTS PERMIT ADDENDUM

### ROTARY CLUB OF AURORA

- Monday 11/12-Weds 11/14 – Semi trailers moved from 1940 East Indian trail building to parking lot behind old armory at Phillips Park by City of Aurora; contact is Joe Hopp from the city and Byron Saum from Rotary.
- Thursday 11/15 – Semis unloaded and displays laid out around the park
- Thursday 11/15 Need City to move boulders and open gates around park for lay down of displays
- Friday 11/16 **7:00 AM need Visitors center unlocked** for coffee and lunch set up through 2 PM for Display set up in Park;
- Friday 11/16 need city crane or responsible back up as provided by the city from 9-noon
- Saturday 11/17 **7:00 AM need Visitors center unlocked** for coffee and lunch set up through 1 PM for Display set up in Park.
- Monday 11/19 through Wednesday 11/21 – City of Aurora, Rotary Volunteers and Platt Electric finish electrical needs for all displays, place and wire backlit sponsor signs and 225 hanging snowflakes including remote control.
- Anytime Monday 11/12 through Wednesday 11/21 City of Aurora to hang snowflakes, Christmas tree above waterfall; Waterfall lights; wreath on old admin building (hanging snowflakes could be started prior to 11/12).
- Friday 11/23 – Opening night of Festival of Lights; City to provide:
  - closure of gates at Smith Blvd entrance to Park by 4 PM;
  - Set up barricades near collection area;
  - Turn on all light displays by 5 PM;
  - re-open gate;
  - Close gate at Wyeth and Moses Drives;
  - **10 PM** – close Smith Blvd Gate;
  - Turn off all light displays
- Saturday 11/24, Fridays, 11/30, 12/7, 14, 21 and 28 AND Saturdays 12/1, 8, 15 and 22 REPEAT PROCEDURE FOR 11/23- essentially open until 10 on Fridays and Saturdays.
- Beginning Sunday 11/25 and every Sunday through Thursday 12/26: City to Provide:
  - closure of gates at Smith Blvd entrance to Park by 4 PM;
  - Set up barricades near collection area;
  - Turn on all light displays by 5 PM;
  - re-open gate;
  - Close gate at Wyeth and Moses Drives
  - **9 PM** – close Smith Blvd Gate;
  - Turn off all light displays
- On Thursday 11/29/18 there will be a sponsor appreciation party at the Phillips Park Visitors Center. We will need access to the building starting at 4:30 Pm. The Party will start at 6PM and wrap up around 8 Pm. We are expecting 50 people. A speaker's podium and chairs for guests will be needed.
- FOL volunteers will use the First Tee Building each night from 4:30 to 10:15 PM beginning Friday 11/23 through Wednesday 12/26

- Thursday 12/27/18– FOL Lay down; Volunteers will lay down all displays; Need Visitor Center open at 7:00 am through 3 pm. city crane or responsible back up as provided by the city will be needed from 9-noon. Display pickup may begin around noon to get a head start.
- Friday 12/28- FOL pick up displays load into semi trailers. Need Visitor Center open at 7:00 am through 3 pm.
- Sometime after 1/1/19 Move Semi trailers from Phillips Park back to 1960 East Indian trail building for storage – coordinate with Joe Hopp from the city, George Ball from Rotary and Martha Schomer, Heitkotter

Electricity Needs are many and varied: See Dan Anderson and Scot Miller from the City of Aurora; Byron Saum from Rotary and/or Platt Electric our Contractor.

One new display this year across the parking lot and Moser drive from the visitors center. It will be five new fire works displays.

We are once again going to have a sponsor opening party at the Visitors Center in 2018. The date is 11/29/19 which is a Thursday. We will need the center open at 4:30 PM for setup.