



SPECIAL EVENT APPLICATION FESTIVAL & EVENT PERMIT

All Special Event Organizers 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 permit per year.**

ORGANIZATION: Communities In Schools of Aurora DATE: _____

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

CONTACT NAME: Anna Toole

POSITION WITHIN THE ORGANIZATION: Program Coordinator

PHONE NUMBER: 630-692-9524 630-640-8462
DAYTIME CELL

EMAIL ADDRESS: agtoole@cisaaurora.org

NAME OF EVENT: The Aurora Back to School Fair

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

PURPOSE OF EVENT: To provide free health services and school supplies to Aurora students in need.

DATE(S) OF EVENT: August 11, 2018

EVENT HOURS: 8:00 am - 3:00 pm SET-UP HOURS: 6:00 am - 8:00 am BREAKDOWN: 3:00 pm - 5:00 pm

EVENT SITE: (attach site map if necessary) John R. Harkness Center

PROJECTED ATTENDANCE: 900 families PAST ATTENDANCE: 800 families

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 200

RAIN POLICY: Rain or Shine

NUMBER OF YEARS THE EVENT HAS BEEN HELD: 22 years

HAS THE EVENT APPLIED FOR OR BEEN APPROVED FOR NEIGHBORHOOD FESTIVAL FUNDING? YES _____ NO

THIS APPLICATION, AND ANY OTHER APPLICABLE DOCUMENTS AS OUTLINED HEREIN, MUST BE REMITTED TO SPECIAL EVENTS NO LATER THAN NINETY (90) 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 60 S. Fourth Street in Aurora, Illinois, known as John R. Harkness Center, for staging of The Aurora Back to School Fair, the City of Aurora does hereby agree to permit for use, these premises for the date(s) of August 7th, 2018 through August 11, 2018, 2017. 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.



SPECIAL EVENT WORKSHEET FOR FESTIVALS & EVENTS

EVENT NAME: The Aurora Back to School Fair

SAFETY PROCEDURES: Events may require Aurora Police Department participation to assure public safety. The number of police personnel will be determined by APD.

1) Will you be providing private on-site security? YES ___ NO X

Security Company name: _____

Security Company contact _____ Cell: _____

Where will security be needed? _____

Time security will be needed: _____

Will Aurora Police Department officers be requested? YES ___ NO X

If requesting APD officers contact "Off Duty Extra Jobs" at (630) 256-5708 for scheduling and fees.

2) What are your plans for medical assistance? VNA mobile clinic on-site. Call 911 if needed
If requesting Aurora Fire Department assistance, contact them at (630) 256-4000 for scheduling and fees.

3) Will there be fireworks at your event? YES ___ NO X

Fireworks Company and contact name: _____

Name and phone of person responsible for clean-up after fireworks: _____

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.

4) Is this event open to the public? YES X NO ___

Contact the Aurora Fire Prevention Bureau at 630-256-4130 for an Operational Permit application.

5) Will you be using or renting tents for your event larger than 10x10? YES X NO ___

Contact the Aurora Fire Prevention Bureau for approval and permit depending on the size and type of the tent(s).

6) Are vendors using open-flame cooking equipment or deep fryers? YES ___ NO X

Contact the Aurora Fire Prevention Bureau for a Food Vendor Permit Application.

SET UP / CLEAN UP:

- 1) Set-up contact: Anna Toole Cell: 630-640-8462
2) Set-up time: 6:00 am Breakdown time: 3:30 pm
3) Clean-up contact: Anna Toole Cell: 630-640-8462

FEES AND PROCEEDS:

1) Will admission be charged for this event? YES ___ NO X

If yes, how much: Adult ___ Seniors ___ Students ___

Children 5 & Under ___ Families ___

2) Please indicate vendor fees: Food: ___ Merchandise: ___

3) Will alcoholic beverages be sold? YES ___ NO X

If yes, list beverages and pricing:

City Clerk must be contacted at (630) 256-3070 regarding liquor permit, fees and proof of dram shop insurance at least 60 days prior to the event.

4) What does the organizer intend to do with any revenue over and above the expenditures? N/A

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's revenue: N/A

ENTERTAINMENT AND PROMOTIONS:

A Music Festival Permit is required for live music with attendance of more than 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.

N/A

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

Stations for children, Mobile Library

3) How will your event be promoted? Television ___ Radio X Newspapers X

Posters X Flyers X Facebook X Twitter Website X cisaaurora.org
Other possibly Instagram

PUBLIC PROPERTIES PROCEDURES:

If you are requesting City services please complete the following:

To provide for pedestrian safety, barricades may be required.

1) Will you need barricades? YES X NO

Location of placement: 0-100 block of Fourth Street

Amount needed: 8 large Date barricades needed: 8/10/18

Time of placement: 6:00 am

Name of company providing barricades if other than the City:

Contact the Street Department at 630-256-3680 for scheduling and fees.

2) Will you need additional trash bins? YES NO X

If yes, number requested: Cardboard trash bins: Liners:

Bins are \$6.50 each and liners are \$0.50 each. Special Events at (630) 256-3370 for pick-up and payment.

How will you dispose of all trash generated? 1 dumpster for trash, recycle what we can

If a dumpster is being ordered, provide contact and phone number of company delivering dumpster: Groot Industries - 630-848-9349

Where will dumpster be placed? outside near North Entrance

When will dumpster be delivered? Tuesday, Aug. 7th

When will dumpster be picked up? Monday, Aug. 13th

3) A street sweeper may be needed to properly clean City property (street, parking lots, etc.) after the event.

Name of company providing street sweeper if other than the City:

Contact the Street Department at 630-256-3680 for scheduling and fees.

4) Will you have food vendors or animal units? YES NO X

If so, the Health Department requires potable water for events with live animals

and/or food concessions.

Contact Animal Control at (630) 256-3630 for permits for pony rides, petting zoos or animal related exhibits.

Contact Aurora Fire Prevention Bureau at (630) 256-4130 for Assembly and Vendor Permits.

Contact the Water & Sewer Department at (630) 256-3710 to schedule a hydrant meter.

5) Will you require electrical service? YES _____ NO X

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

Generator contact: _____

Sound contact: _____

Contact the Electrical Department at 630-892-1415 for available access to power and fees.

6) Will parking considerations be needed? YES _____ NO X

Contact Motor Vehicle Parking Revenue & Collections at (630)256-3580 for info.

Type(s): _____

Location: _____ Amount: _____

Date: _____ Time: _____

Will you require street parking to be blocked off prior to the event? Y X N _____

If so, delineate the area to be blocked? Fourth Street between
Benton and Downer

If the event required street closure, approximately one week prior, organizers are required to notify all affected residencies and businesses. A copy of the notification flyer will be provided by the Special Events division. Representatives from the organization are to walk the route, hand deliver flyers and place notices on multi-tenant buildings.

Event organizers are also required to place and remove all *No Parking* signs. Special Events will email the sign template. Signs are to be printed on card stock and placed strategically in the event area to be highly visible to both drivers and pedestrians.

ANY ADDITIONAL INFORMATION YOU FEEL MAY BE NECESSARY TO INCLUDE:

D O W N S T R E E T



Aurora
Police
Hotdogs

Tent
10x10'

Dumpsters

Driveway

Volunteer Parking

Harkness Center

EXIT

EXIT

Entrance

2 Port-a-potties
ADA

EXIT

Tent
10x20'

Tent
10x20'

Tent
10x20'

Tent
10x10'

Tent
water
10x10'

Tent
10x10'

Tent
10x10'

Tent
10x10'

Tent
10x10'

House

PTL

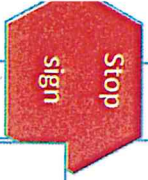
Entrance

Tent
10x10'

Tent
10x10'

Church
clothing
/shoes

B E N T O N S T R E E T



Ca
Enter

Driveway



Barricades
XXXXXXXXXX

Driveway

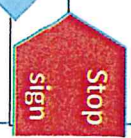
Fourth Street

Mobile
Library

Mobile VNA

Barricades
XXXXXXXXXX

Cars Exit



Driveway

Church Parking Lot



INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

1. The City of Aurora requires submission of a Certificate of Insurance along with the Special Events Application prior to review by the City's Government Operations Committee.
2. The Certificate of Insurance must include the following **minimum** limits of insurance coverage required for special events on City property:
 - **\$1,000,000 coverage per occurrence**
 - **\$2,000,000 aggregate coverage for general liability**
3. The City of Aurora must be named on the Certificate of Insurance as **primary, non-contributory additional insured** under the general liability policy for the event.
4. The Certificate of Insurance must include the name of the special event, and the date, time and location of the event.
5. The City of Aurora reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.
6. No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.

Any questions regarding insurance requirements should be directed to the City's Risk Manager, Alex Alexandrou at (630) 256-3430 and faxed to (630) 256-3439.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/29/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

Table with columns for PRODUCER (Konen Insurance Agency, Inc.), INSURED (Communities In Schools of Aurora Inc.), CONTACT NAME (Tammy Kolschowsky), PHONE (630 897-4239), E-MAIL ADDRESS (tammy@konen.com), INSURER(S) AFFORDING COVERAGE, and NAIC #.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT 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.

Main table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes sections for General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
John R Harkness Center is shown as an additional insured solely with respect to general liability coverage as evidenced herein as required by written contract or agreement with respect to work performed by named insured

Table with columns: CERTIFICATE HOLDER (John R. Harkness Center) and CANCELLATION (Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. Authorized Representative: [Signature]).