



### 2014 SPECIAL EVENT APPLICATION PARADE / PROCESSION PERMIT

Any Special Event Organizer 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: Aurora Hispanic Chamber of Commerce DATE: \_\_\_\_\_

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

CONTACT NAME: Karina Garcia

PHONE NUMBER: 331-442-1617 630-264-2422 630-340-5003  
DAYTIME CELLULAR FAX

EMAIL ADDRESS: ceo@ahcc-il.com

NAME OF EVENT: Fiesta Patria

TYPE OF EVENT: PARADE  NUMBER OF UNITS: 50-60

OTHER \_\_\_\_\_ NO OF PARTICIPANTS: 500

PURPOSE OF EVENT/DESCRIPTION: Celebration of Mexican Independence Day

DATE OF EVENT: September 14, 2014

EVENT HOURS: 11:30 AM SET-UP HOURS: 8:30 AM BREAKDOWN: 12:30 PM

EVENT ROUTE: Memorial Day Route  
Downer (Short Route)  Galena (Long Route) \_\_\_\_\_

Other Staging @ River Street

PROJECTED ATTENDANCE: 3,000 PAST ATTENDANCE: 1,000 (Rained)

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 20

RAIN POLICY: Rain or Show

LIST THE NUMBER OF YEARS THE EVENT HAS BEEN HELD: 4

**THIS APPLICATION, WITH A DETAILED SITE PLAN ATTACHED, AND ANY OTHER APPLICABLE DOCUMENTS AS OUTLINED HEREIN, MUST BE REMITTED TO SPECIAL EVENTS NO LATER THAN ONEHUNDRED AND TWENTY (120) DAYS PRIOR TO THE OPENING DAY OF THE EVENT.** Late or incomplete applications may be denied. Mail application to **Special Events, City of Aurora, 44 East Downer Place, Aurora, IL. 60505**, email to [gmoqa@aurora-il.org](mailto:gmoqa@aurora-il.org) fax to **(630) 256-3379**. *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, e-mail to [dhakala@aurora-il.org](mailto:dhakala@aurora-il.org) or fax to (630) 256-3409. 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 \_\_\_\_\_ in Aurora, Illinois, known as \_\_\_\_\_, for staging of AHCC Justice Patrols Parade, the City of Aurora does hereby agree to permit for use, these premises for the date(s) of 9/14/14 through \_\_\_\_\_, 2014. 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.

**AUTHORIZED SIGNATURES:** I hereby attest that I am authorized to bind the organization 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>KARINA GARCIA</u>	<u>Karina Garcia</u>
Name (please print)	Signature
<u>Executive Director.</u>	<u>10/24/14</u>
Signatory Title (if applicable)	Date



## 2014 SPECIAL EVENT WORKSHEET FOR PARADE / PROCESSION

NAME OF EVENT:

AHCC FIESTA PATRIAS AURORA

A lack of meeting the requirements outlined below may result in denial or cancellation of the proposed Special Event.

### SAFETY PROCEDURES:

1) **Parades and procession require Aurora Police coverage/participation** for a smooth and safe event. The number of police personnel will depend on the route selected.

Contact the Aurora Police Traffic Division to schedule police personnel. After you know the number of extra personnel needed you must contact "Off Duty Extra Jobs" at (630) 256-5000 for scheduling and fees.

2) What are your plans for medical assistance?

911

If requesting Aurora Fire Department assistance, contact them at (630) 256-4000 for scheduling and fees.

### SET- UP / CLEAN-UP:

1) Name of person in charge:

Mia Rios

Cell Phone:

630.333.2636

2) Set-up time:

8:00 AM

Breakdown time:

End of Parade

3) Name of clean-up contact person:

Mia Rios

Cell Phone:

630.333.2636

4) A street sweeper will be needed to properly clean city property (street, parking lots, etc).

City of Aurora / Streets

Location:

Date:

Time:

Name of company providing service, if not City:

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

### FEES AND PROCEEDS:

1) Indicate Fees: Organizer(s) Free to Sponsors Unit(s) 15 \$ 250.

2) Please indicate vendor fees: Water: N/A Merchandise: N/A

3) What does the Organizer intend to do with any revenue over and above the expenditures? Operating expenses & operation to support community.  
Please provide a financial report for the previous year breaking out expenses, revenue by organization category and in-kind. (New events need to submit a proposed budget.)

4) Previous year revenue: \$5,000.00

**ENTERTAINMENT AND PROMOTIONS:**

1) Will there be a pre-program prior to the parade? YES  NO

If yes, who is providing the reviewing stand? FVPD.

Sound provider contact name: TBD / FVPD

Phone number: [REDACTED]

Will you be providing a generator for electricity? YES  NO

Request for electrical service: YES  NO   
Contact Electrical Department at 630-892-1415 for arrangements.

2) Are animal units planned for your event: YES  NO

If yes, please describe: horses  
A fire hydrant - hook up may be required at staging area, contact Water & Sewer (630)-256-3710.

3) If the event is approved, a listing of parade units/organizations must be provided two (2) weeks prior to the event date.

4) How will your event be promoted? Television  Radio  Newspapers   
Posters  Flyers  Facebook  Twitter  Website

**PUBLIC PROPERTIES PROCEDURES**

To provide for pedestrian safety, barricades will be required to block various streets. If you can provide sufficient Class II and Class III, you will not need this city service.

1) Will you need city barricades? Yes  No

Date barricades needed: 9/14/14

Time of placement: Begin 10:00 AM

Name of company providing barricades other than City: \_\_\_\_\_

**Contact the Street Department at 630-256-3682 regarding availability and fees.**

2) Will you need additional trash bins? YES  NO

If yes, number requested: Barrels: \_\_\_\_\_ Cardboard trash bins: 8

3) Name of company providing port-a-potties: Service Sanitation  
Sat, Sept 13 Mon, Sept 15

Date units delivered: \_\_\_\_\_ Date units removed: \_\_\_\_\_

**Units will be needed at staging, along the parade route and at the reviewing stand.**

**ROUTE MAPS ARE LOCATED ON PAGES 11 AND 12**

**CITY SERVICES COST SUMMARY WORKSHEET**

City Service	Short Route Costs	Long Route Costs
Barricades	N/A	
Electrical	N/A	
Fire/Ambulance		
Garbage		
Hydrant Tap		
Police	\$1000. <sup>00</sup>	
Sweeper	\$350. <sup>00</sup>	
Total	1350. <sup>00</sup>	

**EVENT CHECKLIST WORKSHEET**

Task	Status	Notes
Set Date		
Set Time		
Set Location		
Select Route		
Order Stage		
Event Map		
Request Barricades		
Request Electrical		
Request Fire/Ambulance		

City of Aurora  
Parade/Procession Permit

Request Garbage Containers		
Request Hydrant Tap		
Request Police Service		
Request Street Sweeper		
Flags		
Order Sound System		
Order Generator/ Electric		
Order Portable Toilets		
Submit parade line up to City		
Submit Certificate of Insurance		
Parking deck		
Put barricades in place/remove		



## **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.*

Memorial Day and  
July 4th Parade  
Long Route

