

**Sec 41.5-100 Findings**

(a) The city council finds that the city's festivals, races, parades, and other special events contribute to the unique character of the city. Special events throughout the city range from small neighborhood-level events to large-scale productions and these events held in the city can impact public safety and the flow of pedestrian and vehicular traffic. As such, allowing a special event permit application, would allow public safety personnel the ability to plan and manage public safety personnel and resources.

(b) A unified special event permit application process will allow the city to manage the competing uses of its public spaces and ensure that members of the public are able to access public space for their events. The city council finds that it is desirable to allow applicants to submit a single application that will embrace all municipal approvals required by this code and allow the special events division to serve as a ~~Many events have to apply for multiple permits and having an intergovernmental team acting as a~~ "one stop shop" for special events that will provide a single point of contact for event organizers and the public.

(c) The city council finds that certain classes of special events, specifically processions and assemblies as described in this ordinance, require substantially less involvement by city staff, require fewer volunteers to adequately support the event while providing adequate alternative fora for other expressions of speech. The city council further finds that such alternative fora provide a more accessible and affordable means of permitting special events that do not require the formality of larger, more complex special events.

**Sec 41.5-102 Definitions**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

(a) *Adjacent premises* means any land or parking area immediately surrounding the special event that is occurring.

(b) *Alcohol* under this chapter means events that serve or sell alcohol must obtain the appropriate permitting under chapter 6 as well as obtain police and/or security for their event.

(c) *Applicant* means an individual, resident, organization, non-profit, governmental entity or any other entity recognized by law that both sponsors the event and applies for the permit to hold the special event in the city. The

1 applicant will update the application with the current  
2 contact person who will be in person at the event.

3 (d) *Business day* means those days in which the city offices  
4 are open for conducting city business. A "business day"  
5 does not include Saturday, Sunday or the holidays observed  
6 by the city.

7 (e) *Carnival* means any aggregation of shows or riding devices,  
8 games of skill or chance, or any combination of shows and  
9 riding devices, or any combination of several enterprises,  
10 such as revolving wheels, merry-go-rounds, giant swings,  
11 panoramas, musical and theatrical entertainments or riding  
12 devices, whether carried on or engaged in or conducted in  
13 any field, park or in a building or enclosure, and whether  
14 carried on, engaged in or conducted as one (1) enterprise  
15 or by several concessionaires, and whether one (1)  
16 admission fee is charged for admission to all such shows  
17 or entertainments, or separate fee for admission is charged  
18 for each amusement. The size of the carnival will determine  
19 what tier the event will fall under. Any carnival will need  
20 to have a security plan for adjacent premises to the  
21 carnival. Carnivals may only operate until 8 p.m. Sunday  
22 through Thursday and 9 p.m. on Friday and Saturdays with  
23 last tickets selling 30 minutes prior to closing.

1 (f) *Circus* means a show consisting of acrobats, trained animals,  
2 clowns, or similar forms of entertainment that is held in  
3 an arena, which may be open air or enclosed in a tent or  
4 building.

5 (g) *City property* means any buildings, public street, alley,  
6 sidewalk, right-of-way, city owned parks, parkway or  
7 parking lot owned, controlled or managed by the city. City  
8 property does not include real ~~excludes~~ property owned by  
9 any other governmental entity ~~unit of local government~~.

10 (h) *City services* means any services provided by or through  
11 the use of city personnel including, but not limited to  
12 members of the community affairs, fire, police, public  
13 works or other department or agency required by a special  
14 event. ~~public safety, crowd control, traffic control,~~  
15 ~~management of the event site, road closures, garbage~~  
16 ~~removal, inspection services, animal care and control~~  
17 ~~services, demarcation of no parking tow zones, and~~  
18 ~~production of event materials and city website information.~~

19 (i) Coordinator means the head of the division of special  
20 events. ~~Community events coordinator means an individual~~  
21 ~~hired as a city employee to coordinate applications for~~  
22 ~~special events.~~

23 (j) *Demonstration, march or vigil* means an assembly or protest  
24 held for a specific cause or concern.

1 (k) Permittee means the holder of a permit or a provisional  
2 permit for a special event issued under this chapter  
3 responsible for conducting managing and organizing said  
4 event. A permittee includes any of the officers, employees,  
5 or agents of the holder. ~~Event organizer means any person~~  
6 ~~who conducts, manages, or organizes a special event.~~

7 (l) *Emergency action plan* means a plan that is submitted during  
8 the application process that identifies emergency exits,  
9 crowd managers, emergency notification methods, and how  
10 organizers will deal with emergencies. These plans must  
11 also include consideration for cancellation of an event  
12 due to weather conditions that create a hazard.

13 (m) *Film production* means a film production using public or  
14 private property within the city, whether indoor or outdoor,  
15 for the purpose of producing, filming or videotaping of  
16 commercials, movies, television programs, or training  
17 tapes or films and other moving picture media for  
18 commercial, not-for-profit, educational or artistic  
19 activities shall require a permit. A film production falls  
20 under a tier 5 permit.

21 (n) *Impact* means to impede, obstruct, impair, or interfere with  
22 normal vehicular or pedestrian traffic or city services.

1 (o) *Interested person* means the property owner, property  
2 management, or tenant of each property that fronts a  
3 portion of the proposed right-of-way closure area.

4 (p) *Legacy event* means a special event that has been held in  
5 the city ~~City of Aurora~~ on or about a certain date, on a  
6 substantially similar route, and in connection with a  
7 specific holiday or consistent theme, in substantially the  
8 same form for a minimum of three (3) consecutive years.

9 (q) *Letter of intent* means a letter that an event organizer  
10 would submit to the ~~special event~~ coordinator after  
11 receiving a satisfactory evaluation following their event,  
12 to reserve the same time and spot for the following year.

13 (r) Governmental ~~Municipal~~ event means ~~an~~ a special event which  
14 is conducted or sponsored by a unit of federal, state, or  
15 local government or a school district ~~governmental unit~~ or  
16 agency on publicly owned land or property. A governmental  
17 event includes an event organized by a not-for-profit  
18 corporation acting as an agent for a special service area  
19 established by the city council;

20 (s) *Musical event* means any show or act, or aggregation of  
21 shows or acts, or any combination of shows or acts, or any  
22 combination of several enterprises, which provides live  
23 musical entertainment, whether carried on or engaged in or  
24 conducted in any field, park or in any other way outdoors,

1 and whether carried on, engaged in or conducted as one (1)  
2 enterprise or by several concessionaires, and whether one  
3 (1) or no admission fee is charged for admission to all  
4 such shows or entertainments, or a separate fee for  
5 admission is charged for each entertainment.

6 (t) *Parade* means an ~~any march, procession or other similar~~  
7 activity consisting of persons, animals, vehicles or things,  
8 or any combination thereof, upon any public street,  
9 sidewalk, alley or other public place, which requires a  
10 street closing or otherwise requires authorized city  
11 employees to stop or reroute vehicular traffic because the  
12 parade will not or cannot comply with normal and usual  
13 traffic regulation or controls.

14 (u) *Parade unit* or *unit* means any one (1) vehicle, one (1)  
15 float or one (1) marching group.

16 (v) *Permit* means a document issued by the coordinator  
17 authorizing the permittee to conduct a special event in  
18 accordance with the terms and conditions set forth on the  
19 permit or as subsequently modified by the coordinator. ~~the~~  
20 ~~City of Aurora-issued document that is signed and dated by~~  
21 ~~the community events office issued to and carried by the~~  
22 ~~applicant, which will indicate to any person seeking~~  
23 ~~verification that this applicant has achieved the necessary~~

1        ~~approvals and paid the necessary fees to stage a special~~  
2        ~~event in the city.~~

3        (w) *Preliminary recommendation* means the initial review of a  
4        special event application.

5        (x) *Public notification* means a notification that is approved  
6        by the ~~community events~~ coordinator or his or her designee.  
7        Events that require road closures, or may cause disruption  
8        for city ~~City of Aurora~~ residents, businesses, churches,  
9        etc., must deliver notification to the affected parties.

10       (y) *Race* means a competition between individuals to see which  
11       is the fastest in covering a set course. For the purposes  
12       of this ordinance, it excludes vehicle races.

13       (z) *Residential block party/event* consists of a group of  
14       neighbors wishing to block off their street for a "get-  
15       together party". Permits are not issued for personal,  
16       family or political events, i.e. birthday parties, weddings,  
17       fund raisers or political gatherings, etc.

18       (aa) *Site restoration* means the act or process of returning the  
19       site back to its original condition by either cleaning it,  
20       repairing any damage or replacing surfaces or items.

21       (bb) *Special event* means an organized, nonpermanent, public or  
22       private gathering ~~or assembly~~ that utilizes public spaces,  
23       such as public roads, greenways, city services and public  
24       parks or plazas. Special events are categorized by a tier



1 system which is described on the special events application.

2 A special event does not include a funeral procession.

3 (cc) *Special events review* means the process undertaken by the  
4 coordinator to submit a permit application for review by  
5 ~~that the community events coordinator and staff will send~~  
6 ~~out the permit applications to the appropriate departments~~  
7 for their recommendations thereupon to review the  
8 ~~application and supply recommendations to the community~~  
9 ~~events coordinator.~~

10 (dd) *Sponsor* means any person who applies for the special event  
11 permit and the person to whom a special event permit is  
12 issued following successful application. The sponsor is  
13 the contact person that will need to be in communication  
14 with various city staff throughout the event as well as  
15 after the event.

16 (ee) *Spontaneous event* means a special event for which an  
17 application cannot be completed in accordance with this  
18 ordinance because the event is in reaction to or an  
19 ~~attendee or event organizer cannot provide the level of~~  
20 ~~advance notice required by this chapter, such as an event~~  
21 occasioned by recent news or current matters of public  
22 concern ~~affairs~~, that is conducted solely as a procession  
23 or assembly as those terms are defined by this chapter ~~on~~  
24 ~~city right-of-way or city property.~~

(ff) Procession means a movement of persons in an orderly, formal manner, other than a parade, from a point of origin to a point of termination on a sidewalk, that does not impede the normal flow or regulation of pedestrian or vehicular traffic.

(gg) Provisional permit means a document issued by the coordinator to an applicant when that applicant has successfully completed the application process, but that applicant is unable to immediately demonstrate its ability to fulfill all of its obligations under this chapter

(hh) Assembly means a gathering of one or more persons on a sidewalk or city property, other than a right-of-way by the city that does not interfere with the regular use of such sidewalk or park property, including pedestrian or vehicular traffic.

(Ord. No. 019-002, § Exh. E, 1-22-19)

**Sec 41.5-110 Permit Required; Exceptions**

(a) Except as provided in this section ~~subsection (b) and (c),~~ a special event permit issued under this chapter is required to conduct, manage, or operate a special event.

(b) A special event permit under this chapter is not required for:

(1) Governmental ~~Municipal~~ events.

(2) Spontaneous events; and

(3) Activities for which sec. 41.5-111 provides are exempt from the permitting under this chapter.

(c) In the case of spontaneous events, the ~~A spontaneous event for which an attendee or event organizer cannot provide the level of advance notice required by this chapter, such as an event occasioned by recent news or current affairs, that is conducted solely on city right-of-way or parkland. A spontaneous event is subject to other law. To help ensure public safety, an organizer of a spontaneous event shall~~ contact the police department ~~Aurora Police Department~~ and if available, the ~~community events~~ coordinator, and provide the date, time, place and an estimate of the approximate number of persons who will be participating. The ~~community events~~ coordinator will have a form to assist a sponsor in providing the necessary information.

(Ord. No. 019-002, § Exh. E, 1-22-19)

#### **Sec 41.5-111 Categories Of Special Events**

(a) A special event application will be designated into ~~one (1)~~ ~~of four (4)~~ tiers in accordance with this section.

(b) A tier 1 event is a special event that:

(1) Is a special event that includes the use of City streets, sidewalks, or right-of-ways; or

(2) Is a multi-day event; or

(3) Is a special event that estimates more than one thousand (1,000) attendees per day; or

(4) Has an estimated need, based on its permit application, for additional city services, staff time, security or police services and equipment; or

(5) Is a special event that will use fireworks.

(6) Carnival and circuses: No carnival or circus shall remain in operation in any one (1) location for a period exceeding five (5) days. No carnival, regardless of operator, shall be located on any one (1) particular site more than two (2) times during any calendar year. No circus, regardless of operator, shall be located on any one particular site more than two (2) times during any calendar year. An applicant for a circus which does not include animals may apply for and receive up to four permits for such events in any calendar year. ~~Exemption can be applied for through the community events application up to three additional times in a calendar year for a circus without animals. The coordinator~~ Community events will evaluate whether there were previous issues or if there are sufficient city services available to allow for these additional special events.

(7) Examples - Musical events, private parades, carnival, circus, large runs.

1 (c) A tier 2 event is a special event that:

2 (1) Is a gathering ~~an assembly~~ at a city property that  
3 estimates attendance at less than one thousand (1,000)  
4 attendees per day; or

5 (2) Is a gathering ~~an assembly~~ lasting four (4) days or  
6 less, that is held primarily on private property, and  
7 that estimates attendance at less than one thousand  
8 (1,000) attendees per day; or

9 (3) Is stationary and impacts up to two (2) blocks of  
10 a street, sidewalk, or city right-of-way; or

11 (4) Examples - smaller musical events, smaller parades,  
12 larger run/walks.

13 (d) A tier 3 event is a special event that does not include  
14 the consumption of alcohol, and:

15 (1) Is stationary, impacts only one (1) block of a  
16 sidewalk or a city right-of-way that is not a street; or  
17 and only needs a permit issued for temporary street  
18 closure.

19 (2) Is a gathering ~~an assembly~~ at a city property, lasts  
20 less than five (5) hours, and does not include food or  
21 beverages or a request to increase the permanent  
22 occupancy limit.

(3) Examples - races with over two hundred fifty (250) attendees, including fun fairs, expos, and events held on city property.

(e) A tier 4 event is a special event that requires limited city services as defined in section 41.5-102.

(1) Is an event that is smaller in scale to a tier 3 event, is stationary, impacts only one (1) block of a sidewalk or a city right-of-way that is not a street; or only needs a permit for a temporary street closure.

(2) Examples - runs with less than two hundred fifty (250) attendees, vehicle exhibits or demonstrations.

(3) Exemptions to tier 4 permitting process:

a. Private home parties shall be exempted from applying for a permit. A private home party is a ~~are those~~ social events or gatherings held solely at a private, single-family residence, featuring live musical entertainment arranged for by the resident owner and consisting of only one (1) band or performer, and at which no guest in attendance shall pay any admission fee or other required concession cost. Any noise restrictions outlined in this code ~~the Code shall~~ apply to these types of events.

1           b. Residential block parties, as defined in section  
2           41.5-102 must make an application and receive  
3           approval through the alderman's office.

4       (f) A tier 5 event is for any film production as defined in  
5       section 41.5-102.

6           (1) Any film production that will occur in the city for  
7           commercial, not-for-profit, educational or artistic  
8           activities shall require a permit.

9           (2) The following special events are exempt from the  
10          permitting requirements of this chapter: ~~Exemptions:~~

11          Film production for the filming of news events by the  
12          media or by the city ~~City of Aurora~~ and other  
13          governmental entities serving the community, shall not  
14          require a special event permit. Additionally, a film  
15          production event does not apply to individuals filming  
16          on public or private property for personal, non-  
17          commercial purposes. Additionally excluded are schools,  
18          businesses, places of worship, and residents using their  
19          own premises for producing films for their own  
20          educational, family, or training purposes.

21       (g) A tier 6 event is an assembly or procession, as those terms  
22       are defined by this chapter, that requires only basic city  
23       support services and does not contemplate the need for  
24       traffic control or is not anticipated to interfere with

1        the normal use of public property upon which it occurs.  
2        The sale of goods or services are not permitted at tier 6  
3        events. As used in this paragraph, "basic city support  
4        services" means city services provided through previously  
5        scheduled and available personnel and resources or such  
6        additional personnel and resources as may be required to  
7        protect the event and persons attending from disruption or  
8        interference.

9        **Sec 41.5-112 Special Event Permit**

10       (a)       Except as provided in section 41.5-110 (Permit required;  
11       Exceptions), a person shall obtain a special event permit  
12       issued by the coordinator ~~community events department~~ before  
13       the person may conduct, manage, or operate a special event.  
14       Applying for a permit for an event does not guarantee that  
15       the event will be approved.

16       (b)       Special events permit applications are on a first-come,  
17       first-serve basis and locations will be held only after the  
18       coordinator ~~community events office~~ has received a complete  
19       and executed ~~fully-executed~~ application. Governmental  
20       ~~Municipal~~ events have priority in use of any city property or  
21       right-of-way.

22       (c)       The coordinator shall afford first priority to legacy  
23       events ~~Legacy events are given first priority~~ to reserve the  
24       same annual date, provided they receive an acceptable post-



1 event evaluation from special events and submit a letter of  
2 intent.

3 (1) Special event permits are non-transferable.

4 (2) As a condition of the special event permit, the  
5 permittee ~~event organizer~~ must display the permit as  
6 prescribed by the ~~community events~~ coordinator and  
7 display the permit on request from any city employee  
8 with enforcement or inspection duties related to the  
9 special event. An electronic version of the permit is  
10 permissible.

11 (d) As a condition of the special events permit, the  
12 permittee ~~event organizer or a representative of the event~~  
13 ~~organizer~~ must:

14 (1) Provide access to a special event venue to any city  
15 employee with inspection and enforcement duties related  
16 to the special event;

17 (2) Be present at all times during the operating hours  
18 of the special event;

19 (3) Provide the ~~community events~~ coordinator with  
20 contact information for an individual who is responsible  
21 for set-up and take-down of the special event;

22 (4) Ensure compliance with all applicable ordinances,  
23 statutes, rules, laws, and the special event permit; and

(5) Accept all notices of violations, citations, and closure orders.

(6) Provide emergency operations plan as outlined in section 41.5-160.

(7) Attend any required meetings with city personnel.

(8) A special event permit is only effective after the event set-up has passed all required inspections.

(e) Tier 6 site time, date, and location determinations

(1) The coordinator shall annually prepare a list of sites that he or she determines are generally appropriate for tier 6 events, the dates and times that each site is typically available and not otherwise in use for public purposes, and the capacity of each site.

(2) The coordinator shall issue a permit for a tier 6 event at the date, time, and location requested by the applicant unless the coordinator has previously issued a special event permit that conflicts with the pending application or the site is not otherwise available on the date or time requested or the police department determines that it is unable to provide a sufficient number of officers to protect the event and its attendees from disruption or interference due to circumstances specific to the particular time, date or site requested. The coordinator or the police department, as the case

1           may be, shall provide the applicant with a factual basis  
2           for their determination in writing.

3           (3)     Whenever a permit cannot be issued in accordance  
4           with paragraph (2) above, the coordinator or the police  
5           department, as the case may be, shall make reasonable  
6           efforts to assist the applicant in scheduling its  
7           proposed event at an alternate time, date, or location  
8           as consistent with its initial application as  
9           practicable.

10    (Ord. No. 019-002, § Exh. E, 1-22-19)

11    **Sec 41.5-114 Limitations On The Provision Of City Services; Costs**  
12    **And Fees**

13           (a)    Issuance of a special events permit or the approval of a  
14           special event permit application does not obligate or  
15           require the city to provide services, equipment, or  
16           personnel in support of an event, however, subject to the  
17           availability of the same, the permittee, at its own cost,  
18           may contract with the city to provide such services,  
19           subject to availability, in accordance with this Section.  
20           Except when required in the case of a Tier 6 event for the  
21           purpose of protecting an event and its attendees from  
22           interference or disruption, the city does not guarantee  
23           the participation of its personnel to provide services in

1 support of the event if the size or scope of the event  
2 requires the provision of city volunteers.

3 (b) Except as provided in subsection (c) of this section, if  
4 the city or its personnel provides services, equipment, or  
5 personnel in support of a special event, the city will  
6 charge the event organizer the actual cost of:

7 (1) The wages or salaries ~~as set by departments~~ for  
8 city personnel involved in traffic control, event  
9 security, police services, fire safety, medical safety,  
10 and any other facility or event support as established  
11 by the applicable collective bargaining agreement or pay  
12 plan adopted by the city council. The coordinator will  
13 provide an applicant with a current copy of applicable  
14 salary rate schedules. With respect to a tier 6 event  
15 for which traffic control is not required, a permittee  
16 shall be responsible only for the actual costs incurred  
17 by the city for clean-up or trash collection related to  
18 the special event. The city shall bear the costs of the  
19 personnel and equipment it determines is necessary to  
20 prevent the disruption of or interference with a tier 6  
21 event. ~~(available from community events);~~

22 (2) The use of city equipment, city-contracted services,  
23 and other non-personnel expenses;

1           (3)     Any damage caused by or site restoration directly  
2                 related to the special event, not otherwise provided by  
3                 the event organizer that is required to restore the area  
4                 to the same condition that existed prior to the special  
5                 event;

6           (4)     Any costs associated with the provision of  
7                 additional city services beyond those contemplated by  
8                 the original permit or provisional permit. Whenever it  
9                 appears to the coordinator that city services will be  
10                required beyond those contemplated by the original  
11                permit or provisional permit, the coordinator shall  
12                promptly notify the permittee to discuss the need for  
13                the additional services and afford the permittee an  
14                opportunity to respond or propose alternatives that  
15                ~~recovery for additional police or extra resources that~~  
16                ~~were needed but not originally designated for the~~  
17                ~~special event;~~

18           (5)     Any loss or damage to city property; and

19           (6)     Any other agreed upon service.

20       (c) Subject to advance city council approval, if the event is  
21           a governmental ~~municipal~~ event or a special event which  
22           city actively participates as a ~~the city is~~ co-sponsor of  
23           ~~a special event~~ or is otherwise substantially involved in  
24           the organization and planning of city services, equipment,

1 or personnel may, ~~with city council approval,~~ be provided  
2 to support a special event without charge.

3 (1) The city may also assess ~~charge~~ any other fees as  
4 set by separate ordinances or resolutions to recover  
5 costs associated with special events.

6 (2) If ~~an~~ a permittee ~~event organizer~~ requests an  
7 estimate of the charges or fees described in subsection  
8 (b), ~~community events~~ coordinator will provide an  
9 estimate at least twenty (20) days before the start of  
10 the special event.

11 (3) ~~An~~ permittee ~~event organizer~~ shall pay to the city:

12 a. At least ten (10) days prior to the date of the  
13 special event, twenty-five (25) percent of the  
14 costs estimated by the ~~community events~~ coordinator  
15 or up to one thousand dollars (\$1,000.00),  
16 whichever is less, to be the direct and reasonable  
17 costs which will be incurred by the city to provide  
18 services and equipment for the special event.

19 b. Within thirty to forty-five (30 - 45) days from the  
20 date of the conclusion of the permitted event, the  
21 direct and reasonable costs incurred shall be  
22 billed to the permittee ~~event organizer~~ in an  
23 itemized bill. This amount shall include  
24 compensation for any loss/damage or site

1 restoration to city property. Failure to remit  
2 payment in full in accordance with this ordinance  
3 and Code may impact the ability to hold future  
4 events.

5 (4) Whenever the scope of a permitted special event  
6 requires or contemplates the recruitment of volunteers,  
7 including, but not limited, to city employees not  
8 otherwise assigned to the event by the city, the  
9 applicant shall bear all responsibility for the  
10 recruitment and retention of such volunteers, and in the  
11 case of city employee volunteers shall be responsible  
12 for the full hourly cost for their services.

13 (5) Whenever it appears to a permittee that it will be  
14 unable to recruit sufficient volunteers in connection  
15 with a special event, it shall promptly notify the  
16 coordinator. Willful failure by the permittee to  
17 promptly notify the coordinator of a reasonably  
18 anticipated volunteer shortage shall constitute cause to  
19 restrict or deny a subsequent special event application.

20 (6) Whenever it appears to a city employee that a  
21 sufficient number of employees have not volunteered in  
22 connection with a special event, the city employee shall  
23 promptly notify the coordinator and the permittee of the  
24 anticipated shortage.

(7) Upon notice of an anticipated volunteer shortage, the coordinator shall make reasonable efforts to encourage a sufficient number of city employees to volunteer for the event and present to the applicant such options as may be available to increase participation or to narrow the scope of the event, as the case may be. Prior to the offering of any financial incentive beyond which the applicant has already agreed to the coordinator shall provide the applicant with an estimation of the cost involved and the applicant shall agree in writing to assume full responsibility for such costs. If the applicant declines to incur additional expenses, the coordinator may reduce the scope of the permit to conform to the anticipated availability of volunteers. In reducing the scope of the permit, the coordinator may require that the permittee shorten the duration of the special event; conduct the special event in a different location, along a different route, or in a different manner than originally contemplated; or make other such adjustments, based on the anticipated availability of volunteers.

**Sec 41.5-115 Insurance Required**

(a) An applicant for a special event shall ~~Special events are required to~~ secure an insurance policy for the event that



1 includes the City of Aurora as an additional insured (as  
2 primary, non-contributory additional insured. The law  
3 department shall determine, annually, and based on the tier,  
4 the appropriate insurance amounts required for special events  
5 held in the city. The event organizer(s) shall purchase and  
6 maintain this insurance, providing coverage for the event  
7 with an insurance company authorized to do business in the  
8 State of Illinois. Excluded from the insurance requirements  
9 of this section are events that take place solely on private  
10 property.

11 (b) The city may require additional insurance coverage due  
12 to the specific scope or nature of a proposed special event  
13 that distinguish it from other special events categorized in  
14 the same tier. ~~Additional insurance may be required depending~~  
15 ~~on the tier of the event.~~ As part of the permit process, the  
16 ~~community events~~ coordinator will advise event organizers if  
17 additional insurance is required, and the basis upon which  
18 the determination was made prior to the issuance of the permit  
19 Notwithstanding the foregoing, no permittee shall be required  
20 to obtain coverage to insure against any injury caused or  
21 threatened by third parties in response or reaction to the  
22 special event.

23 (Ord. No. 019-002, § Exh. E, 1-22-19)

## 1 HISTORY

2 Amended by Ord. [022-016](#) on 2/22/20223 **Sec 41.5-116 Indemnity Of City Of Aurora**

4 (a) Except with respect to a Tier 6 event, an applicant ~~The~~  
5 ~~event organizer of a special event,~~ shall, in addition to the  
6 application provided under this division, deliver to the city  
7 an agreement, as contained in the permit application, in  
8 writing holding the city harmless from all liability  
9 resulting from the operation of the special event, and,  
10 further, shall agree to indemnify the city from all liability  
11 resulting from any injury to patrons, bystanders, passerby or  
12 any individual as a result of the operation or maintenance of  
13 the special event, within the management, direction or  
14 control of the permittee, its invitees, or agents.

15 (Ord. No. 019-002, § Exh. E, 1-22-19)

16 **ARTICLE 41.5-III SPECIAL EVENT APPLICATIONS**17 **Sec 41.5-130 Special Event Application Fees And Deadlines**

18 (a) An applicant ~~event organizer~~ shall pay a non-refundable  
19 application fee as set by separate resolution.

20 (b) An applicant ~~event organizer~~ must submit a complete  
21 special event application no later than the following number  
22 of days prior to the first day of the proposed event:

23 (1) Ninety (90) days for a tier 1 event; and

24 (2) Sixty (60) days for a tier 2 event; and

- (3) Sixty (60) days for a tier 3 event; and
- (4) Forty-five (45) days for a tier 4 event; ~~and~~
- (5) Thirty (30) days for a tier 5 event; and
- (6) Seven (7) days for a tier 6 event.

(c) An application deadline for a special event application may be waived by the ~~community events~~ coordinator if the following conditions are met:

- (1) The applicant ~~event organizer~~ can show good cause;
- (2) The applicant ~~event organizer~~ has a complete application to submit;
- (3) No unreasonable burden on the city will be created by the waiver; and
- (4) The applicant pays an an additional fee ~~Additional late fee is paid~~ for a late permit application.

(Ord. No. 019-002, § Exh. E, 1-22-19)

## HISTORY

*Amended by Ord. 022-016 on 2/22/2022*

### **Sec 41.5-131 Contents Of Special Event Application**

- (a) All applications shall be submitted electronically in a format approved by the coordinator. Whenever an applicant is not a natural person, the applicant shall designate an individual authorized to act on the applicant's behalf as the primary point of contact with respect to the application. ~~Event organizer must submit an electronic~~

1       ~~application for a special event on a form approved by~~  
2       ~~community events. The event organizer must be the applicant~~  
3       ~~unless the event organizer designates another person in~~  
4       ~~writing.~~

5       (b) Except as provided in subsection (c), an application must  
6       contain all of the information described in this section.

7       (c) ~~The Community events coordinator may consider an~~ No  
8       application for a tier 1 or tier 2 event shall be deemed  
9       complete by the coordinator without the following:

10       (1) Detailed information concerning the activities  
11       included in the special event, including:

12           a. The number of bands or other musical units;

13           b. The name of the owner, owners, lessee, lessees,  
14           proprietor, operator or manager of the subject  
15           premises and the music festival and, in addition  
16           thereto, the name of the proprietor, operator,  
17           promoter or manager of each entertainment or  
18           performance which collectively make up the music  
19           festival, and the legal relationship of each to the  
20           applicants of the music festival;

21           c. The number of theatrical performances;

22           d. The proposed size, location, and orientation of  
23           speakers;

- 1 e. The distance from any residential districts and how  
2 noise will affect those districts (see 29-28  
3 limitations);
- 4 f. The ancillary activities that will be associated  
5 with the event;
- 6 g. The kinds of animals anticipated to be a part of  
7 the event;
- 8 h. If the application is for applicant ~~is~~ a carnival  
9 or circus, the applicant must provide proof that ~~it~~  
10 ~~is~~ a not-for-profit organization that provides  
11 services to the city or its ~~City of Aurora or Aurora~~  
12 residents ~~that~~ is sponsoring the carnival or circus;
- 13 i. If the application is for applicant ~~is~~ a carnival  
14 or circus, such carnival or circus ~~it~~ must meet all  
15 the requirements under federal law, including but  
16 not limited to the Animal Welfare Act (AWA), any  
17 regulations issued by the USDA or Animal and Plant  
18 Health Inspection Service (APHIS) as well as state  
19 laws, including but not limited to 820 ILCS 270/1,  
20 et seq., (Aerial Exhibitors Safety Act), 430 ILCS  
21 85/2-1, et seq., (Amusement Ride and Attraction  
22 Safety Act), 720 ILCS 5/48-10 and 11 (Dangerous  
23 Animals), and any other county or city rules or  
24 regulations.

1 j. The types of non-emergency vehicles to be used for  
2 the event; and;

3 (2) Detailed information concerning:

4 a. Food and alcohol are required to comply with  
5 chapters 6 and 25 of this Code, or any other  
6 certificates issued locally, through the county or  
7 state.

8 b. The proposed location of portable sanitation  
9 facilities, including at least ten (10) percent  
10 (and at least one (1)) being ADA compliant  
11 (community events coordinator will provide event  
12 organizer with formula of minimum required portable  
13 sanitation facilities); and

14 c. Detailed information concerning public safety and  
15 emergency preparedness including, but not limited  
16 to:

17 1. Provisions for queuing event attendees on  
18 streets, sidewalks, or other city right-of-  
19 ways;

20 2. An emergency action plan described in section  
21 41.5-160 (emergency action plan); and

22 3. Other equipment or services necessary to  
23 conduct the event with due regard to public  
24 health and safety.

1 d. The ~~community events~~ coordinator shall establish a  
2 deadline, which will depend on the tier of the event,  
3 for the permittee to provide information required  
4 by subsection (c) ~~to be provided to community~~  
5 ~~events coordinator~~.

6 e. An application for a special event permit may be  
7 submitted no earlier than January 1st of the year  
8 the special event will be held, unless (1) the same  
9 event was held in the city during the prior calendar  
10 year, in which case application letter of intent  
11 for a special event permit may be submitted after  
12 the event evaluation has been completed, or (2) the  
13 application is submitted prior to January 1 in  
14 order to comply with the requirements of Sec. 41.5-  
15 130. In such case, an application may be submitted  
16 not more than fourteen (14) days prior to the last  
17 day an application submitted under Sec. 41.5-130  
18 would be timely.

19 (Ord. No. 019-002, § Exh. E, 1-22-19)

20 **Sec 41.5-132 Special Event Application Review**

21 1. Nondiscrimination: The ~~community events~~ coordinator shall  
22 consider each event permit application upon its merits and  
23 shall not discriminate based upon race, creed, color,  
24 ethnicity, religion, ancestry, sex, age, disability, national

1 origin, sexual orientation, gender related identity,  
2 political party affiliation (or lack thereof), familial  
3 status, or marital status.

4 2. For a tier 3 or tier 4 event, the ~~community events~~ coordinator  
5 will issue a preliminary recommendation to approve the  
6 application provided that the following conditions are met:

7 1. No other approved or pending special events conflict  
8 with the ~~event organizer's~~ proposed special event;

9 2. A prior special event permit or a permit issued under  
10 any other chapter in this Code was not revoked by the  
11 city in the preceding 12 months as a result of  
12 circumstances within the applicant's control;

13 3. The city has sufficient resources to address public  
14 health and safety concerns raised by the special event;  
15 and

16 4. The event will not cause an unresolvable conflict in the  
17 public right-of-way or at a public facility.

18 3. The ~~community events~~ coordinator is not required to process  
19 more than one (1) application for a tier 3 or tier 4 event  
20 per event organizer during any two-week period.

21 4. Except as otherwise provided, when multiple tier 3 or tier 4  
22 events are requested for the same day and location, the  
23 ~~community events~~ coordinator will prioritize applications  
24 based on the number of years a special event has been



1 conducted in the city and receipt of a letter of intent. When  
2 two (2) or more special events have been conducted for the  
3 same number of years, applications will be reviewed on a first  
4 come, first serve basis.

5 5. For a tier 3 or tier 4 event, the ~~community events~~ coordinator  
6 will take final action to approve or deny an application two  
7 (2) weeks prior to the first day of the special event.

8 6. For a tier 1 or a tier 2 event, the ~~community events~~  
9 coordinator will take final action to approve or deny an  
10 application no later than thirty (30) days after the  
11 application is deemed complete.

12 7. During the application review period, the ~~community events~~  
13 coordinator will engage in an interactive process with the  
14 applicants.

15 (Ord. No. 019-002, § Exh. E, 1-22-19)

16 HISTORY

17 Amended by Ord. [022-016](#) on 2/22/2022

18 **Sec 41.5-133 Notification Of A Special Event Application**

19 (a) As part of the special events permit application process,  
20 an applicant shall, ~~event organizers are required to~~ notify  
21 all impacted businesses, interested persons, neighborhood  
22 associations, places of worship, and places of learning prior  
23 to their scheduled event. The timing of the notification and  
24 the impact area will depend on the tier of the event and

location of the event. An applicant ~~event organizer~~ shall provide notification as proscribed in the special events planning guide.

(b) Completion of the notification process does not guarantee approval of the special event.

(c) The coordinator shall approve the form and content of all notifications issued under this section ~~Community events coordinator or staff must approve of the notification~~ prior to dissemination.

(Ord. No. 019-002, § Exh. E, 1-22-19)

#### HISTORY

Amended by Ord. [022-016](#) on 2/22/2022

#### **Sec 41.5-134 Approval Or Denial Of A Special Event Application**

(a) If the ~~community events~~ coordinator determines that none of the conditions specified in subsection (b), (c), or (d) of this section apply, the ~~community events~~ coordinator shall approve a special event application.

(b) The ~~community events~~ coordinator shall deny a special event application if the applicant fails to:

(1) Provide a complete application;

(2) Provide the documentation required in section 41.5-131 (contents of special events application);

(3) Provide sufficient crowd control and safety measures;

1           (4)       Provide sufficient safety, health, or portable  
2           sanitation equipment, services, or facilities that are  
3           reasonably necessary to ensure that the event will be  
4           conducted with due regard for safety and ADA  
5           accessibility;

6           (5)       Provide sufficient waste management and recycling  
7           services (community events coordinator may provide  
8           formula);

9           (6)       Provide sufficient off-site parking or shuttle  
10          service, or both, when required to minimize any  
11          substantial adverse impacts on general parking and  
12          traffic circulation in the vicinity of the event;

13          (7)       Meet the requirements for submitting an application  
14          for a special event permit;

15          (8)       Obtain the approval of any other public agency  
16          within whose jurisdiction the special event or a portion  
17          of the special event will occur;

18          (9)       Provide a sufficient emergency action plan based on  
19          event risk factors;

20          (10)       Obtain all other required city permits or approvals;

21          (11)       Meet the conditions set forth in section 41.5-132  
22          (special event application review); or

23          (12)       Provide a sufficient plan to accommodate  
24          individuals with disabilities at the event; or

1           (13)     Make revisions to a pending application that the  
2                 ~~community events~~ coordinator requires consistent with  
3                 this chapter.

4       (c)       The ~~community events~~ coordinator shall deny a special  
5       event application if it determines that:

6           (1)       The event will violate any local, county, state, or  
7                 federal law or regulation or administrative rule;

8           (2)       The resources required to ensure public safety  
9                 within the special event venue or impact area will  
10                prevent the police, fire, or emergency medical services  
11                departments from providing reasonable protections to the  
12                remainder of the city;

13          (3)       The concentrations of persons, animals, or vehicles  
14                 within the special event venue or impact area will unduly  
15                 interfere with the movement of police, fire, ambulance,  
16                 or other emergency vehicles;

17          (4)       The event will substantially interfere with:

18               a. Any other special event for which a permit or  
19                application has already been approved; or

20               b. The provision of city services required to support  
21                scheduled or unscheduled government functions.

22          (5)       The applicant ~~event organizer~~ demonstrates an  
23                 inability or unwillingness to conduct an event in

1 compliance with the requirements of this chapter or a  
2 condition to a permit issued under this chapter; or

3 (6) The applicant ~~event organizer~~ conducted a prior  
4 special event in a manner that failed to receive a  
5 positive post event evaluation in the past three (3)  
6 years.

7 (d) The ~~community events~~ coordinator shall approve an  
8 application if:

9 (1) None of the conditions in subsection (b) and (c)  
10 apply.

11 (e) The ~~community events~~ coordinator is not required to take  
12 action on an incomplete or untimely application, except as  
13 provided in section 41.5-131 (Contents of special events  
14 application).

15 (f) The ~~community events~~ coordinator may require application  
16 modifications. In exercising this authority, the community  
17 events coordinator will consider:

18 (1) Scope of events;

19 (2) Traffic;

20 (3) Parking;

21 (4) Other events or activities previously scheduled in  
22 close proximity; and

23 (5) Public safety concerns.

1 (g) If the ~~community events~~ coordinator denies an  
2 application, the ~~community events~~ coordinator shall notify  
3 the event organizer in writing as soon as practicable. A  
4 notification sent by electronic mail complies with this  
5 subsection.

6 (h) Applications that are inactive for a period of forty-  
7 five (45) days are automatically denied and the applicant  
8 must re-apply for a special events permit.

9 (i) Whenever an applicant for a special event, other than a  
10 tier 6 special event is unable to demonstrate at the time of  
11 application that it is able to immediately satisfy all of the  
12 requirements of this chapter, but is likely to do so by the  
13 date of the special event, the coordinator may issue a  
14 provisional permit to the applicant to facilitate the ongoing  
15 planning of the event. The issuance of a provisional permit  
16 reserves the time, place, and location of a proposed special  
17 event to the applicant, and may authorize particular aspects  
18 of the application, but does not guarantee the subsequent  
19 approval of all aspects of the application unless the  
20 coordinator is satisfied that the applicant can comply with  
21 all of the requirements of this chapter. A provisional permit  
22 is subject to ongoing modification and review by the  
23 coordinator based on the applicant's demonstration, or

1 failure to demonstrate, its ability to comply with all of the  
2 requirements this chapter.

3 (j) In lieu of denying an application for a special event  
4 permit, other than a tier 6 special event, to an otherwise  
5 qualified applicant who has failed to demonstrate that it is  
6 able to comply with the requirements of this chapter, the  
7 coordinator, shall upon the request of the applicant, issue  
8 the applicant a permit authorizing a tier 6 special event. A  
9 permit for a tier 6 special event issued by the coordinator  
10 under this paragraph shall convey no additional rights or  
11 privileges, nor impose greater obligations on the permittee  
12 than otherwise authorized by this chapter.

13 (Ord. No. 019-002, § Exh. E, 1-22-19)

14 HISTORY

15 Amended by Ord. [022-016](#) on 2/22/2022

16 **Sec 41.5-135 Appeal Of Special Event Application Denial**

17 (a) If ~~community events~~ coordinator denies a special event  
18 application, the event organizer may appeal the denial to the  
19 ~~city~~ administrative hearing officer in accordance with  
20 chapter 3 of this code and this section.

21 (b) Reserved.

22 (c) The applicant ~~event organizer~~ must deliver an appeal to  
23 the city clerk, in writing, no later than five (5) regular

1 business days after the event organizer is notified that the  
2 application was denied, or such appeal shall be deemed waived.

3 (d) The law department, upon notification of appeal, shall  
4 promptly set a time and date for a hearing. The applicant  
5 shall be given an opportunity to be heard by the hearing  
6 officer upon any such denial or revocation within fourteen  
7 (14) days of filing an appeal.

8 (e) At such hearing, the hearing officer shall give the  
9 applicant ~~violate~~ an opportunity to be personally heard and  
10 to present witnesses and information relevant to the issue.  
11 The hearing officer shall also hear from the city and its  
12 witnesses and information relevant to the issue.

13 (f) The hearing officer must act on the appeal within three  
14 (3) business days following the conclusion of any hearing and  
15 may uphold or reverse the denial.

16 (g) In considering the appeal, the hearing officer shall  
17 apply the same criteria as the ~~community events~~ coordinator  
18 under section 41.5-134 (approval or denial of special event  
19 application).

20 (h) The applicant shall receive written notice of the  
21 hearing officer's decision, which shall be a final decision  
22 for the purposes of administrative review under the Illinois  
23 Administrative Review Act, 735 ILCS 5/3-101, et seq.

24 (Ord. No. 019-002, § Exh. E, 1-22-19)



## 1 HISTORY

2 Amended by Ord. [020-032](#) on 5/26/20203 Amended by Ord. [022-016](#) on 2/22/20224 **Sec 41.5-136 Notice Of Proposed Legacy Special Event Dates**

5 (a) An applicant for a permit to host a legacy event may  
6 submit a notice of proposed special event dates for up to a  
7 three (3) year period on a form approved by the ~~community~~  
8 ~~events~~ coordinator.

9 (b) A legacy event must still comply with section 41.5-130  
10 (special event application fees and deadlines) and section  
11 41.5-131 (contents of a special event application) each year  
12 of the event.

13 (Ord. No. 019-002, § Exh. E, 1-22-19)

## 14 HISTORY

15 Amended by Ord. [022-016](#) on 2/22/202216 **ARTICLE 41.5-IV OPERATION**

17 **Sec 41.5-150 Special Events Reports To The Public Health, Safety**  
18 **And Transportation Committee**

19 The ~~community events~~ coordinator shall supply a report to the  
20 public health, safety and transportation committee of upcoming  
21 events and the portions of the city that are impacted.

22 (Ord. No. 019-002, § Exh. E, 1-22-19; Ord. No. 019-080, § Exh. A,  
23 12-10-19)

HISTORY

Amended by Ord. [022-016](#) on 2/22/2022

**Sec 41.5-151 Unpermitted Special Events Prohibited**

A person may not conduct, operate, or manage a special event without a special event permit required by this chapter, except subject to the exceptions provided herein.

(Ord. No. 019-002, § Exh. E, 1-22-19)

**Sec 41.5-152 Compliance With Permits, Approval, And Plans**

A permittee ~~An event organizer~~ shall conduct, operate, or manage the special event in compliance with the special event permit, other city permits and approvals, and approved plans.

(Ord. No. 019-002, § Exh. E, 1-22-19)

**Sec 41.5-153 Post-Event Evaluations**

(a) Following the conclusion of a special event permitted under this chapter, the coordinator shall undertake a performance review of the event if (1) the event was a tier 1 or tier 2 event, (2) the city or the permittee experienced problems staging the event, including those related to crowd or traffic control, responses to emergency situation, or acts or omissions by the permittee; (3) the city or the permittee were required to devote greater resources to the event than anticipated or (4) the permitted engaged in or permitted the violations of the conditions of the permit by persons under its control. ~~The community events office will complete an~~

1 ~~event evaluation form following the majority of special~~  
2 ~~events, that are tier 1 or 2 or events that have issues or~~  
3 ~~use numerous city resources, which will include a performance~~  
4 ~~score measuring the success of event organizers in conforming~~  
5 ~~to all policies and permitted activities.~~

6 (b) In conducting the performance review required by this  
7 section, the coordinator shall determine, based on the  
8 totality of circumstances whether the special event  
9 materially complied with the requirements of the permit, was  
10 appropriately managed, that appropriate communication was  
11 maintained among the permittee, the coordinator, and relevant  
12 city personnel throughout the process, and that the permittee  
13 has fully reimbursed the city for any costs it agreed to  
14 reimburse the city. ~~Events with an unsatisfactory evaluation~~  
15 ~~may have additional requirements imposed for future years or~~  
16 ~~may be denied for future events.~~

17 (c) If upon conclusion of the evaluation described in  
18 paragraph (b) the coordinator determines that that the  
19 special event or the permittee did not materially comply with  
20 the requirements of this chapter, the coordinator may impose  
21 additional requirements upon subsequent special event  
22 applications by the permittee to mitigate the effects of the  
23 permittee's performance, or limit a permittee to a tier 6  
24 event.

1 (Ord. No. 019-002, § Exh. E, 1-22-19)

2 HISTORY

3 Amended by Ord. [022-016](#) on 2/22/2022

4 **Sec 41.5-154 The Sale Of Goods And The Provisions Of Food And**  
5 **Beverages Within A Special Event**

6 (a) Except as provided in subsection (b), a person may not  
7 sell goods on city property, or on a city street, sidewalk,  
8 or right-of-way within the area permitted for a special event.

9 (b) The sale of goods may occur if:

10 (1) ~~The Community events~~ coordinator approves the sale  
11 of goods on city property, or on a city street, sidewalk,  
12 or right-of-way within the area permitted for the  
13 special event; or

14 (2) The permittee ~~event organizer~~ obtains a closure  
15 permit under section 41.5-111; or

16 (3) The vendor is authorized under chapter 25 of this  
17 Code.

18 (c) Except as provided in subsection (d), a person may not  
19 provide food or beverages, including alcohol, at a special  
20 event.

21 (d) At a special event, a person may provide food or  
22 beverages, including alcohol, only if the person is  
23 authorized to under chapter 6 (Alcoholic Liquor) and chapter  
24 25 (Licenses, Permits, and Misc. Business Regs.).

(e) The provision of food or beverages at a special event shall comply with the requirements under any applicable chapter of this Code.

(Ord. No. 019-002, § Exh. E, 1-22-19)

#### HISTORY

*Amended by Ord. [022-016](#) on 2/22/2022*

### **Sec 41.5-155 Sound Equipment For Outdoor Special Event Venues**

(a) In this section, an outdoor special event venue is a venue that is not fully enclosed by permanent, solid walls, and a roof.

(b) Except as provided by subsection (c), the use of sound equipment is prohibited at an outdoor special event venue.

(c) Sound equipment may be used at an outdoor special event venue only if approved by the community events coordinator.

(d) No person shall use, operate or cause to be used or operated any radio receiving set, loudspeaker, sound truck, amplifier or other similar device upon or along the streets in the city, for the purpose of advertising or inviting a person to the event without first obtaining a permit from the community events coordinator. The permit fees for this section shall be determined, from time to time, by separate ordinance or resolution of city council.

1 (e) The ~~community events~~ coordinator may approve the use of  
2 sound equipment in a right-of-way closure area between 7:00  
3 a.m. and 10:00 p.m.

4 (f) The ~~community events~~ coordinator may approve the use of  
5 sound equipment at an outdoor special event venue that is  
6 located on city property:

7 (1) Between 7:00 a.m. and 9:00 p.m. Sunday through  
8 Wednesday; or

9 (2) Between 7:00 a.m. and 10:00 p.m. Thursday, Friday,  
10 Saturday or the night before New Year's Day, Memorial  
11 Day, Independence Day or Labor Day.

12 (3) Governmental ~~Municipal~~ events are exempt from the  
13 sound equipment restrictions.

14 (g) A sound impact plan may be required and must be approved  
15 by the ~~community events~~ coordinator. The elements of a sound  
16 impact plan include:

17 (1) Sound-mitigating design features;

18 (2) Operating hours for sound equipment;

19 (3) Contact information for the individual responsible  
20 for operating the sound equipment during the special  
21 event;

22 (4) Site plan;

23 (5) Distance from residential districts; and

(6) Any other elements required by the ~~community events~~ coordinator.

(h) A permittee ~~An event organizer~~ must require an individual to be present and responsible for operating sound equipment during the operating hours for the special event.

(Ord. No. 019-002, § Exh. E, 1-22-19)

## HISTORY

Amended by Ord. [022-016](#) on 2/22/2022

## **Sec 41.5-156 Additional Requirements**

(a) A permittee shall ~~An event organizer must~~ provide sufficient portable toilets, both ADA accessible and non-accessible facilities in the immediate area of the event site based on the estimated number of attendees at the special event. This requirement shall not apply to a tier 6 event with a duration of fewer than three hours.

(b) A permittee shall ~~An event organizer must also~~ provide a plan to accommodate enough handicap parking spots in the vicinity of the event based on the estimated number of attendees at the special event. This requirement shall not apply to tier 6 events.

(c) During a special event held at a city facility or on city streets, sidewalks, or right-of-way, a permittee ~~an event organizer~~ may not provide or distribute, or allow

1 another to provide or distribute glass containers or  
2 Styrofoam.

3 (d) If applicable, a permittee ~~an event organizer~~ shall  
4 post a sign at each entrance and exit to a special event venue  
5 with a right-of-way closure area that is visible to all  
6 patrons entering the area that includes the amount of the  
7 entry fee, if any, standardized rules, along with language  
8 notifying patrons that if rules are violated they are subject  
9 to removal from the event and the rules of access to the  
10 right-of-way closure area. If applicable, a permittee ~~an~~  
11 ~~event organizer~~ must post the sign required by this subsection  
12 during the time the entry fee is in effect.

13 (e) If an entry fee is charged for a special event, a  
14 permittee ~~an event organizer~~ may not charge an entry fee for  
15 a person that needs access to a residence within the special  
16 event impact area or right-of-way closure area or a business  
17 within a special event impact area or right-of-way closure.

18 (f) An Americans with Disabilities Act (ADA) compliance plan  
19 is required for any special event that interferes with  
20 accessibility on city streets, sidewalks, right-of-way, or  
21 city facilities. This plan must also comply with: 71 IL Admin  
22 Code, Section 400.

23 (Ord. No. 019-002, § Exh. E, 1-22-19)



1 HISTORY

2 Amended by Ord. [022-016](#) on 2/22/2022

4 **ARTICLE 41.5-V PUBLIC SAFETY**

5 **Sec 41.5-160 Emergency Action Plan**

6 (a) An emergency action plan is required for any special event  
7 and must be approved by the ~~community events~~ coordinator.

8 (b) A permittee ~~An event organizer~~ shall prepare an emergency  
9 action plan for a special event that is based on the  
10 estimated number of attendees and, at a minimum, includes:

11 (1) On-site security for attendees and property;

12 (2) On-site medical coverage, number of a level of  
13 certification of emergency medical responders, and the  
14 911 access that will be utilized for the special event;

15 (3) Fire safety plan;

16 (4) Weather related evacuation and cancellation plans;  
17 and

18 (5) Documents required in section 41.5-131 (Contents of  
19 Special Events Application).

20 (c) When required for a special event, the number of police  
21 officers, emergency medical providers, and fire department  
22 employees required for a special event must be based on  
23 guidelines established by each separate department. Each  
24 department's guidelines shall be reduced to writing and

1       available for public inspection. In developing such  
2       guidelines, a department shall consider the size and nature  
3       of the proposed special event; the anticipated number of  
4       attendees; available staffing on the date and time proposed;  
5       traffic conditions, including the number of intersections  
6       required to be closed; security threats associated with  
7       special events regardless of their nature; and any other  
8       objective law enforcement or public safety consideration.

9       (d) At least thirty (30) days prior to the start of a tier 1  
10       or tier 2 special event, a permittee ~~an event organizer~~  
11       shall provide the ~~community events~~ coordinator a written  
12       description of all non-city public safety resources that  
13       the permittee has retained for ~~will be used at~~ the special  
14       event.

15       (Ord. No. 019-002, § Exh. E, 1-22-19)

16       HISTORY

17       Amended by Ord. [022-016](#) on 2/22/2022

18       **Sec 41.5-161 Personal Security And Property Security**

19       (a)       A permittee ~~An event organizer~~ may hire private security,  
20       for personal safety or property security during a special  
21       event to supplement the services provided by the ~~Aurora~~ Police  
22       Department. The ~~Aurora~~ Police Department will have the final  
23       authority for security measures. Additionally, if the  
24       permittee elects to hire private security ~~is hired,~~ the

1 permittee shall ensure that its contractors ~~they are to~~ work  
2 with ~~Aurora~~ the Police Department on a safety plan prior to  
3 the event and provide whether the guards will be armed or not  
4 armed.

5 (b) Private security employed pursuant to subsection (a)  
6 must:

7 (1) Be in uniform and provide special events  
8 application with a description and photo of their  
9 uniform;

10 (2) Be able to contact city police, fire, or emergency  
11 medical services if necessary;

12 (3) Remain on-site during the special event, including  
13 while the special event is completed and through the  
14 take-down process;

15 (4) Be licensed by the State of Illinois and provide a  
16 copy of said license in the special events application;

17 (5) Provide necessary documents to show they have been  
18 insured and bonded in the special events application;

19 (6) Not consume any alcoholic beverages or participate  
20 in the special event; and

21 (7) Meet and confer with the ~~Aurora~~ Police Department  
22 prior to the start of the event to establish guidelines  
23 and point of contact.

1 (c) The supervising police officer at or prior to a special  
2 event may, ~~at his or her discretion,~~ reduce or increase the  
3 number of peace officers posted at a special event. When the  
4 cost of such peace officers is to be borne by the permittee,  
5 the supervising peace officer shall explain the objective  
6 basis for the change in posting in accordance with  
7 departmental guidelines.

8 (d) Unless a peace officer has been authorized by the police  
9 chief ~~or designee,~~ or is otherwise on duty and acting in an  
10 official capacity of their agency, only peace officers or  
11 police cadets commissioned by the city ~~City of Aurora~~ shall  
12 be used for traffic control on City streets or in City right-  
13 of-way for special events, as defined by this chapter. In  
14 making a determination for authorization, the police chief  
15 shall consider the officer's familiarity with local  
16 ordinances and rules of the city, and the proximity of the  
17 officer's primary jurisdiction to the city. Additionally, the  
18 police chief, may, ~~Exemption: The police chief or designee~~  
19 ~~can make the determination,~~ based on an evaluation of the  
20 safety and security concerns unique to an ~~of the event, for~~  
21 ~~certain events to~~ allow volunteers trained by the police  
22 department or by the Aurora Emergency Management Agency, ~~for~~  
23 to participate in traffic control.

(e) Volunteers under the supervision of the Aurora Emergency Management Agency may work under the supervision of the ~~Aurora~~ Police Department to assist at special events.

(Ord. No. 019-002, § Exh. E, 1-22-19)

## HISTORY

*Amended by Ord. [022-016](#) on 2/22/2022*

### **Sec 41.5-162 Fire Safety**

(a) A permittee ~~An event organizer~~ shall comply with all applicable International Fire Code requirements as adopted and amended in chapter 17 of this Code (Fire Protection and Prevention), as well as requirements under chapter 12 (Buildings and Building Regulations) under this Code including but not limited to:

- (1) Fire lanes and public safety access;
- (2) Tents and temporary membrane structures;
- (3) Fireworks, pyrotechnics, open flames;
- (4) Theatrical flame or laser performances;
- (5) Occupant loads, exiting, and egress;
- (6) Use of decorative materials and finishes;
- (7) Use, location, storage of propane or other fuel type equipment; and
- (8) Crowd management.

(b) A permittee ~~An event organizer~~ shall comply with all applicable ~~City of Aurora~~ Fire Department guidelines related to street closures.

(Ord. No. 019-002, § Exh. E, 1-22-19)

#### **Sec 41.5-163 Medical Service**

(a) A permittee ~~An event organizer~~ may hire medical providers, including licensed medical providers that are not employed by the city ~~City of Aurora~~, for medical support for a special event to supplement the services provided by the ~~Aurora~~ Fire Department.

(b) Unless otherwise directed by the fire chief, only medical service responders employed by the city ~~City of Aurora~~ may respond to 911 requests within a special event or provide medical transport from a special event.

(Ord. No. 019-002, § Exh. E, 1-22-19)

#### **ARTICLE 41.5-VII REVOCATION OF SPECIAL EVENT PERMIT**

##### **Sec 41.5-180 Revocation Of Special Event Permit**

(a) The ~~community events~~ coordinator may revoke a special event permit if the ~~community events~~ coordinator determines:

- (1) The ~~community events~~ coordinator issued the special event permit in material violation of this chapter ~~error~~;
- (2) The permittee ~~event organizer~~ is conducting the event in a manner that does not comply with the terms of its ~~special event~~ permit;

1           (3)       The permittee ~~event organizer~~ fails to maintain  
2           insurance as required in this chapter.

3           (4)       The permittee ~~event organizer or any person~~  
4           ~~associated with the special event~~ has failed to obtain  
5           any other permit required by the city; or

6           (5)       The event poses a threat to public health or safety.  
7           In the case of a tier 6 special event, a permit shall  
8           not be revoked pursuant to this subparagraph unless the  
9           threat to public health or safety is imminent and the  
10          risk thereof cannot be effectively mitigated by the city  
11          or the permittee, including instances severe or extreme  
12          weather conditions, emergencies or disasters requiring  
13          diversion of city resources, and specific and credible  
14          threats of violence or terrorism.

15       (b)       Except as provided in subsection (c), the ~~community events~~  
16       coordinator may revoke a special event permit after he or  
17       she issues a notice of intent to revoke. The notice of  
18       intent will be in writing; specifically set forth the  
19       reasons for revocation; specify the corrective measures  
20       required for compliance, and to prevent revocation; and  
21       provide a time period for compliance. The notice shall  
22       afford the permittee an opportunity to propose alternative  
23       corrective measures to mitigate the effects of its failure  
24       to comply with the provisions of this chapter or the terms

- 1        of its permit. The notice shall also afford the permittee  
2        the opportunity to request that coordinator cancel the  
3        existing permit and issue as a permit for a tier 6 event.
- 4        (c) Verbal notification by the coordinator to the permittee is  
5        sufficient if an emergency that poses a threat to public  
6        health or safety requires immediate revocation. The  
7        ~~community events~~ coordinator may provide a warning to the  
8        permittee event organizer prior to an immediate revocation.
- 9        (d) If a permittee ~~an event organizer~~ fails to take the  
10       corrective measures identified in the notice of intent  
11       within the time period provided, or propose alternative  
12       means of mitigating the effects of its failure to comply  
13       with the provisions of this chapter or the terms of its  
14       permit, the special event permit will be ~~is~~ revoked without  
15       further action by the ~~community events~~ coordinator.
- 16       (e) If the ~~community events~~ coordinator revokes a special event  
17       permit prior to the start of the event, the permittee event  
18       ~~organizer~~ may request an appeal hearing in the same manner  
19       as set forth in section 41.5-135.
- 20       (f) A revocation described in subsection (c) that occurs during  
21       a special event is effective until the condition causing a  
22       threat to public health or safety is remedied and the  
23       special event no longer poses a threat to public health or  
24       safety.



1 (g) Whenever a permittee requests pursuant to the notice set  
2 forth in paragraph (b) of this section that the coordinator  
3 cancel its existing permit and issue a permit for a tier 6  
4 in lieu thereof, the permittee shall conduct its special  
5 event accordance with the requirements of this chapter. A  
6 permit for a tier 6 special event issued by the coordinator  
7 under this paragraph shall convey no additional rights or  
8 privileges, nor impose greater obligations on the permittee  
9 than otherwise authorized by this chapter. (Ord. No. 019-  
10 002, § Exh. E, 1-22-19)