



City of Aurora

Special Events • 44 E. Downer Place Aurora, Illinois 60507-2067 • (630) 256-3370

Delia Nila Basile
Special Events

Committee Referral Summary

To: Mayor Thomas J. Weisner
From: Delia Nila Basile, Special Events Coordinator
Date: Monday, July 15, 2013
Subject: Government Operations Request for Tuesday, June 25, 2013 at 4:30 pm
The Light of the Heart – Art Jam – Saturday, September 21, 2013

PURPOSE: The Light of the Heart: ACATP is requesting approval to conduct fundraiser at the Phillips Park Pavilion Saturday, September 21, 2013 from 1:00 - 4:00 p.m. This is a family friendly event in celebration of art and music and will be raising funds to provide art therapy for at-risk and under-resourced children, adults and families in Aurora.

BACKGROUND: This is the inaugural year of this event; the organizers hope to attract 150-200 participants. The organizers will be charging for the event per person.

DISCUSSION: Request for use of the Phillips Park Pavilion for a fundraiser. The event will be held moderate rain or shine.

RECOMMENDATIONS: Please forward to the Government Operations Committee for review and approval.

Forward to the G.O. Committee for consideration

Mayor's Office Initials & Date

Cc:

Alderman Scheketa Hart-Burns	Alderman Ten Mesiacos
Alderman Lynn Johnson	Alderman Lynda Elmore
Dan Ferrelli, Public Information	Rick Guzman, Assistant Chief of Staff
Shelly Windett, Alderman's Office	Tim Forbes, Street Department
Dan Barreiro, Chief Community Services Officer	Commander Groom, Police Department
Brett Weiler, Street Department	Isabel Kodran, City Clerk
Cecilia Soto, Customer Service	John Lockwood, Fire Department
Sara Townsend, Community Services	Rosario DeLeon, Chief Operations Officer
Ken Maurice, Youth Services	Dan Anderson, Parks
Dee Hakala, Parks	Melissa Hedlund, Executive Director

The Light of The Heart



A Community Art Therapy Project

<http://thelightoftheheart.org>

Art is everything.

Site Plan

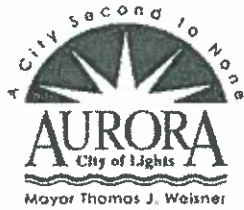
The Light of The Heart's Art Jam 2013

Phillips Park, Main Pavilion

Saturday, September 21st, 2013, 1pm-4pm

The Light of The Heart's Art Jam is a celebration of music and art making that will raise funds for art therapy for at-risk and under resourced children, adolescents, adults and families in Aurora. Art Jam is on Saturday, September 21st, 2013, at the main pavilion of Phillips Park in Aurora. Attendees will be creating artwork and listening to live music. This special event is family friendly and will have three bands performing one hour sets from 1pm-4pm. Bands will be performing on the grass adjacent to the main pavilion. Attendees will be paying to attend Art Jam. We would like to use colorful yarn to designate the area for paying attendees. We propose that we will tie yarn from tree to tree in our designated area and remove the yarn at the end of Art Jam. Lastly, we would like to have a banner for Art Jam placed near the pavilion leading up to the event and the day of the event.

The Light of The Heart • 2240 Bannister Lane • Aurora, IL 60504
Phone: 630-486-4078 • Fax: 630-281-5374 • Email: MHedlund@thelightoftheheart.org
Web: <http://thelightoftheheart.org>



2013 SPECIAL EVENT APPLICATION FESTIVAL & OTHER EVENT PERMIT

Any Special Event Sponsor 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 per year.**

ORGANIZATION: The Light of The Heart: ACATP DATE: 6-6-13

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

FEDERAL EMPLOYER IDENTIFIATION NUMBER: 45-4252684

CONTACT NAME: Melissa Hedlund

PHONE NUMBER: 630-486-4018 630-749-8313 630-281-5374

EMAIL ADDRESS: Mhedlund@thelightoftheheart.org

NAME OF EVENT: Art Jam

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

Other Fundraiser

PURPOSE OF EVENT/DESCRIPTION: Art Jam is a celebration of art & music & will be raising funds to provide art therapy for at-risk & under resourced children, adults & families in Aurora.

DATE(S) OF EVENT: Saturday, 9-21-13

EVENT HOURS: 1-4pm SET UP HOURS: 10am BREAKDOWN: 4-6pm

SITE OF EVENT: (attach site map) Phillips Park Main Pavilion

PROJECTED ATTENDANCE: 150-200 PAST ATTENDANCE: DNA

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 10-12

RAIN POLICY: Reschedule for a following Saturday

HOW MANY YEARS HAS THE EVENT BEEN HELD?: This is the first year!

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 stownsend@aurora-il.org or 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 sponsor 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 sponsor'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 sponsor 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 sponsor'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 Sponsors 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 stownsend@aurora-il.org or fax to (630) 256-3379. 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 Sponsor agrees to use the public property at Phillips Park in Aurora, Illinois, known as Main Pavilion, for staging of The Light of The Heart's Act Jam, the City of Aurora does hereby agree to permit for use, these premises for the date(s) of 9/21/13 through 9/21/13, 2013. Sponsor does hereby agree to conduct only that business/activity which is described in the Special Event Permit Application, and agrees to all municipal requirements. Sponsor 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 sponsor 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 sponsored 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 sponsor 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:

Missa Hedlund
Name (please print)

[Signature]
Signature

Executive Director
Signatory Title (if applicable)

10-10-13
Date

2013 SPECIAL EVENT WORKSHEET FOR FESTIVALS & OTHER EVENTS

NAME OF EVENT: Art Jam

SAFETY PROCEDURES:

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

Security Company name: _____

Security Company contact: _____ Cell phone: _____

Where will security be needed? _____

Time security will be needed: _____

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

If requesting APD officers, you must contact "Off Duty Extra Jobs" at (630) 256-5000 for scheduling and fees.

2) What are your plans for medical assistance? Call 911

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

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

The Aurora Fire Marshall must be contacted at (630) 256-4130 for approval, permitting and consultation. Contract must be 30 days before event.

4) Is this event open to the public? YES X NO _____ *provided they buy a ticket*

An Operational Permit Application must be submitted to the Aurora Fire Prevention Bureau at 630-256-4130.

5) Will you be using or renting tents for your event? YES _____ NO X

Aurora Fire Prevention Bureau must be contacted for approval, and permit depending on the size and type of the tent.

6) Are food vendors using open flame cooking equipment or deep fryers?

YES _____ NO X

A Food Vendor Permit Application must be submitted to the Aurora Fire Prevention Bureau.

SET UP / CLEAN UP:

- 1) Name of person in charge of set up: Melissa Hedlund Cell Phone 630-749-8313
- 2) Set up time: 10am-1pm Breakdown time: 4-6pm
- 3) Name of clean up contact person: Melissa Hedlund Cell Phone 630-749-8313

FEES AND PROCEEDS:

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

If yes, how much: Adult 30 Seniors 30 Students 30
Children 5 & Under Free Families /

- 2) Please indicate vendor fees: Food: DNA Merchandise: DNA

- 3) Will alcoholic beverage(s) be sold? YES NO

If yes, what beverage and at what cost?

City Clerk must be contacted at (630) 256-3070 regarding liquor permit, fee and proof of dram shop insurance.

- 4) What does the Sponsor intend to do with any revenue over and above the expenditures? All proceeds will go to The Light of The Heart.
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.) DNA, 1st year

- 5) Previous year revenue: DNA

ENTERTAINMENT AND PROMOTIONS:

A Music Festival Permit is required for live music with attendance over 350 people.

- 1) List names of performers and entertainment groups:

we only expect 150-200
City Clerk must be contacted at (630) 256-3070 regarding Music Festival Permit and fee.

TBD

- 2) Describe other entertainment / activities planned for your event: art making + live music

- *City Clerk must be contacted at (630) 256-3070 regarding Carnival Permit/fee*
- *Aurora Fire Prevention Bureau at (630) 256-4130 regarding Assembly and Vendor Permits*
- *Animal Control must be contacted at (630) 256-3630 regarding permits for pony rides, petting zoos or animal related exhibits.*

- 3) How will your event be promoted? Television Radio Newspapers
Posters Flyers Facebook Twitter Website www.thelighttotheheart.org

PUBLIC PROPERTIES PROCEDURES:

If you are requesting city services please complete the following:

1) Will you need barricades? YES _____ NO X

Purpose of barricades: _____

Location of placement: _____ Amount needed: _____

Date barricades needed: _____ Time of placement: _____

Name of company providing service if other than City: _____

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

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

If yes, number requested: Barrels: _____ Cardboard trash bins: _____

Contact the Sanitation at (630) 688-2179 regarding scheduling and fee.

Contact and phone number of company delivering dumpster: _____

Where will dumpster be placed? _____

When will dumpster be delivered? _____

When will dumpster be picked up? _____

3) A street sweeper will be needed to properly clean city property (Street, Parking Lots, etc.).

Location: Phillips Park Zoo Date: 9-20-13 or 9-22-13 Time: whenever is good for city

Name of company providing service, if not City: _____

Contact the Street Department at 630-256-3681 regarding fees.

4) Potable water is required for events with live animals or food concessions:

Location: _____ Amount: DNA

Date: _____ Time: _____

Contact the Water & Sewer Department at (630) 256-3712 regarding fees.

5) Will you require electrical service YES _____ NO _____
Generators are required for live music and carnivals to be provided by organization.

Contact information providing generator: _____

Contact information providing sound system: _____

Concessions including beer trailers: 110 amps @ _____ lines @ \$20 = Cost \$ _____
Contact the Electrical Department at 630-892-1415 regarding availability and fee.

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

Type(s): _____

Location: _____ Amount: _____

Date: _____ Time: _____

Estimated cost(s): \$ _____
Contact Motor Vehicle Parking Revenue & Collections at (630)256-3580 regarding fee.

ADDITIONAL INFORMATION

