

City of Aurora
Special Event Permit Application



Date Received _____

Permit #18 _____

Special Event Permit – Form B –
Procession, March, Bicycle Race, Walk, Run

Applicant Information

Name of Event: Corpus Christi Procession

Organization: Our Lady of Mercy Catholic Church

Status: Unincorporated ___ 501c3 501c6 ___ Other ___

Applicant Name: Jeannine Malone / O.L.M.

Position within the Organization: Parishioner - Chair of Planning Committee

Mailing Address (City, State, Zip): 701 South Eola Road - Aurora IL 60504

Work #: - Cell#: 630 670-4062 Email: jmalone110@prodigy.net
4062

Description of the Event

Provide brief description here:

Procession for spiritual Nourishment

Event Date: 6-3-18 Event Start Time 1:45 Event End Time 3:00

Event Hours: 1:15" Set-up Begins N/A Clean-up Ends N/A

Event Site (attach route map): _____

Event Venue Address: 701 S Eola Rd - Aurora IL 60504

Estimated Attendance: 100 Past Attendance: N/A

Does the event have a Twitter, Instagram, Facebook or other Social Media networking page? Yes ___ No

If yes, list URL(s): N/A

Number of years the event has been held: 0

Has the event applied for, or been approved for Neighborhood Festival Funding? Yes ___ No



City Services

The City of Aurora does not provide amenities such as portable restrooms, sound systems, radios, tables, chairs, tents, canopies or other equipment.

Security & Public Safety Plan

The Aurora Police Department will review the request and determine the necessary number of police personnel. Once the determination has been made Special Events will contact you with an approximate cost of services. APD will invoice within two weeks of the event.

Will you be providing additional private on-site security? Yes ___ No X

Security Company Name: N/A

Security Company Contact: N/A Cell: —

Where will security be needed? N/A

Time security will be needed: N/A

First Aid

Please indicate what arrangements you will make for providing first aid staffing and equipment during your event.

Emergency Medical Service Provider Name: 2 RN's present
If requesting Aurora Fire Department assistance the same procedure as above applies.

Phone Number: _____ Site Location: _____

Times of Operation: From _____ To _____

Public Property Refuse and Cleanup

Will you need additional trash bins? Yes ___ No X

If yes, number requested: Cardboard trash bins (\$6.50 ea.): — Liners (\$.50 ea.): —
Contact Special Events at (630) 256-3370 for pick-up and payment.

How will you dispose of all trash generated? N/A - Just a Procession
The City of Aurora does not dispose of trash.

If a dumpster is being ordered, provide contact and phone number of company delivering dumpster:

N/A

Where will dumpster be placed? N/A

When will dumpster be delivered? N/A



Recycling Rules

- No bottles will be permitted on city property
- The use of Styrofoam containers for food and beverage is prohibited at special events
- It is strongly encouraged to provide recycling containers at all events

Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, cans and event signage. The cost of any employee time incurred due to an applicant's failure to clean and /or restore the site following the event will be borne by the applicant. If you reasonably believe that no litter will be generated during your event, please state this in your plan.

Public Property Cleanup

Will the event site need street sweepers prior to or after the event? Yes ___ No X

Specify: ___ Prior ___ Conclusion

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

If COA, a fee will be charged per the staffing chart.

Voice/Music Amplification

Will your event include musical entertainment? If yes, answer the following questions and attach schedule of any music or entertainment proposed to occur during the event. Yes ___ No X

If yes, indicate the number of stages, number of bands and type of music:

Number of stages: / Number of bands: / Type(s) of music: /

If your event requires amplified sound please indicate times: Start Time: / End Time: /

A Music Festival Permit through the City Clerk's office is required for live music with attendance of more than 350 people.

Please note that the volume of the sound is required to be controlled as that it is not unreasonably loud, raucous, or disturbing to a reasonable person. An Aurora Police Officer may determine that noise during a permitted event is offensive to others and may require applicant to stop or turn down the volume. Also, APD may order musical entertainment to cease because it may incite a crowd to become unruly and risks injury.

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Tents N/A

If tents will be used for this event, please list sizes and types below:

Size: _____ Type: _____ Size: _____ Type: _____
Size: _____ Type: _____ Size: _____ Type: _____

Pavement Holes/Marring: Drilling into pavement (parking lots, streets, sidewalks, curbs, etc.) is strictly prohibited. All tents are required to be weighted down. Anchoring must be accomplished with weights, such as sandbags, concrete or water filled barrels.

Vendors

A vendor is anyone who is serving, selling, sampling or displaying food, beverages, merchandise or services.

Does the event include vendors: Yes _____ No

An applicant having any food service must contact the appropriate Health Department for approval of any food preparation or service. All vendors must remove their own refuse and grease.

Does the event include food concession and/or cooking areas? Yes _____ No

If yes, please fill out the Fire Prevention Operational Permit: <https://www.aurora-il.org/DocumentCenter/Home/View/425>

Fire Code requires a fire extinguisher at each cooking location.

Does the event include mechanical rides, moonwalks or other attractions? Yes _____ No

If yes, company name? _____

List details, if any: _____

Applicants contracting with amusement ride companies are required to provide the City Aurora with a certificate of insurance naming the applicant and the City of Aurora as additional insured on general liability. The applicant must agree that any structures, which are to be placed on the public right of way, shall not be situated or constructed so as to present any physical threat to pedestrians traversing the public right of way in the vicinity of said structures.

Portable Restrooms and Sinks

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. The City of Aurora Special Events Division recommends on (1) portable toilet for every 250 people or portion thereof who attends your event. Ten percent (10%) of these facilities should be ADA accessible. This figure is based upon the maximum number of attendees at your event during peak time. The City of Aurora may determine the total number of required restroom facilities on a case-by-case basis.

If you plan to provide portable restrooms at your event, please indicated the number below: N/A
Number of portable toilets: _____ Number of ADA accessible portable toilets: _____

If no, please explain: IT'S a short procession -



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Portable sinks are required at portable toilet locations if the event has four (4) or more food vendors. Otherwise all portable toilets must have hand sanitizers inside the units.

Restroom Company: N/A Phone: —

Equipment Setup: Date/Time: —

Equipment Pickup: Date/Time: —

Crisis Management Plan

Name of Person responsible for notifying Emergency Services: Jeannine Malone

Phone number: 630 670-4062 Contact Method: cell

Method event staff and volunteers will use to communicate with each other: cell phones -

Electrical Plan

Will you require electrical service? Yes No X
The City of Aurora does not provide generators or have access to 220 V.

Generator contact: N/A

Sound contact: N/A

Service required beyond that which is generally available must be provided and arranged for by the applicant. Restrictions may apply to specific sites. Generators CANNOT be refueled within the event site during the event operating hours.



Road Closures

Please provide a detailed route map/site plan for the event with this application.

Will the event require any road closures? Yes No

If yes, please fill in the following information:

Street Long Grove Dr From Campton To Chester Ct W

Date 6/3/18 Times: From 2:30 pm To 2:45 pm

Street Chester Ct W From Campton To Long Grove Dr

Date 6/3/18 Times: From 3:15 pm To 3:30 pm

Street _____ From _____ To _____

Date _____ Times: From _____ To _____

Street _____ From _____ To _____

Date _____ Times: From _____ To _____

Street _____ From _____ To _____

Date _____ Times: From _____ To _____

Street _____ From _____ To _____

Date _____ Times: From _____ To _____

Street _____ From _____ To _____

Date _____ Times: From _____ To _____

*If deemed necessary the applicant must post "No Parking" signs along city roads where public parking spaces exist with the event site. The City requires that the event use City-owned signs that may be checked out from and returned to the City of Aurora Special Events Division within one week of check out date. If signage is lost stolen or damaged, the applicant will reimburse the City of Aurora \$5.00 per sign. The applicant will be fined \$100.00 if the signs are not taken down within 12 hours of the end of the event.

*Not applicable to all events.

Certificate of Coverage

Date: 4/30/2018

Certificate Holder Roman Catholic Diocese of Joliet, A Trust; R. Daniel Conlon, Successor Trustee Chancery Office 16555 Weber Road Crest Hill, IL 60403	<p>This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.</p> <p>Company Affording Coverage</p> <p style="text-align: center;">THE CATHOLIC MUTUAL RELIEF SOCIETY OF AMERICA 10843 OLD MILL RD OMAHA, NE 68154</p>
Covered Location Our Lady of Mercy Parish 701 S. Eola Rd. Aurora, IL 60504	

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits
	Property				Real & Personal Property
	D. General Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	8676	7/1/2017	7/1/2018	Each Occurrence
					General Aggregate
					Products-Comp/OP Agg
					Personal & Adv Injury
					Fire Damage (Any one fire)
					Med Exp (Any one person)
	Excess Liability	8676	7/1/2017	7/1/2018	Each Occurrence
					Annual Aggregate
	Other				Each Occurrence
					Claims Made
					Annual Aggregate
					Limit/Coverage

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)

Coverage only extends for claims arising out of Our Lady of Mercy Parish for their Corpus Christi Procession to be held on the City of Aurora streets on June 3, 2018 from 1:45pm to 3pm.

Holder of Certificate	Cancellation
Additional Protected Person(s) City of Aurora	<p>Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.</p> <p>Authorized Representative </p>
0183008930	



Claudia

FLYer - for about 20 houses
along the route.

On June 3, 2018 from
approximately 2:15 - 3:15 pm

There will be a Corpus

Christie Procession sponsored

by Our Lady of Mercy Parish,

and will be ~~passing~~ walking

in the street by your house.

Please feel free to join

us if you wish.

